



# **City of Corvallis**

Executive Order 11246

## **Affirmative Action Plan for Women and Minorities**

July 1, 2014-June 30, 2015

**City of Corvallis**  
**Affirmative Action Plan**  
**For Women and Minorities**

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**The City of Corvallis reaffirms its policy of Equal Employment Opportunity, Non-Discrimination and Affirmative Action. This Affirmative Action Plan (AAP) and policy are expressions of my personal and professional commitment to equal opportunity in employment and education consistent with applicable federal and state laws. The Affirmative Action Plan has my complete authorization and commitment.**

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**Mary Beth Altmann Hughes**  
**City of Corvallis**

**Effective Date: July 1, 2014 (Plan Year July 1, 2014-June 30, 2015)**

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The City of Corvallis is an equal opportunity, affirmative action municipality committed to equity, inclusion and cultural diversity and compliance with the Americans with Disabilities Act. The City of Corvallis encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veterans and disability status. This publication will be made available in accessible formats upon request.

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## **Preface**

### **City Government**

The City of Corvallis was incorporated January 28, 1857 and operates under a Council and City Manager form of government adopted November 2, 1948. The City Council is composed of nine Councilors, one from each ward. At each general municipal election, Councilors are elected from each ward to serve two-year terms. A Mayor is elected at each quadrennial general election for a term of four years. All elections are nonpartisan. All powers of the City are vested in the City Council. The Council appoints the positions of City Manager, City Attorney, and Municipal Judge.

### **Community**

The City of Corvallis is the County seat of Benton County and has a population of approximately 55,298. Corvallis is located on the west bank of the Willamette River and is approximately a one hour drive from the Pacific Ocean and two hours from the Cascade Mountains.

The City of Corvallis is the home of Oregon State University as well as several sophisticated, high-technology industries. Combined with a thriving business community and a politically involved citizenry, Corvallis creates an atmosphere of innovation and excitement.

### **City Organization**

The City Manager is the Chief Administrative Officer of the City and is appointed by, and directly accountable to, the City Council and Mayor. The City Manager has direct authority over all City departments.

The City of Corvallis is a “full-service City” including City Manager’s Office, Community Development, Finance, Fire, Library, Parks and Recreation, Police, and Public Works Departments.

The City of Corvallis has the full-time equivalency of more than 400 employees and conducts labor negotiations with four bargaining units: the International Association of Fire Fighters Local; the Corvallis Police Officers’ Association (affiliated with the Teamsters); the Corvallis Regional Communications Center Association; and the American Federation of State, County, and Municipal Employees Local 2975 (Council 75).

The City of Corvallis is an equal opportunity employer and implemented an Affirmative Action Plan December 21, 1981. The community, the four labor unions representing City employees, and the employees fully support and adopt this plan in an attempt to achieve and maintain a balanced work force.

## **Affirmative Action Plan Preparation**

City of Corvallis (also referred to as the “City”) is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment. In preparation of this Affirmative Action Plan (AAP), the City has used the terminology used in Executive Order 11246 and its implementation regulations as a guide. Therefore, the use of such terms as “underutilized,” “deficiency,” “concentration,” “affected class,” “goal,” “problem area,” etc. should not be construed as an admission by the City, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the City in violation of federal, state, or local fair employment practice laws.

Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission by the City, in whole or in part, that it has contravened such federal, state, or local employment practice laws. In developing and implementing the AAP, the City has been guided by its established policy of providing equal employment opportunity. Any placement goals that the City has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at the City are made based on job related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

All monitoring system reports as required by federal regulations and laws have been completed. Reports that require specific data such as names of employees and salary information are not an official part of this AAP. This information is on file at the City as Documentation and Supporting Data for AAP Reports and is available for review only as required by law.

Additionally, appointing authorities and contractors doing business with the City of Corvallis are required to assure that equal employment opportunity is offered by their organizations, and that they comply with appropriate sections of this policy and with applicable state and federal regulations. The Finance Department ensures that these requirements are in all of the contracts with the City.

This AAP does not constitute an express or implied contract between the City and its employees, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against the City.

This AAP and its supporting data are available online at:  
<http://www.corvallisoregon.gov/index.aspx?page=426>

## **Introduction**

Ever committed to affirmative action, the City of Corvallis has prepared this AAP to cover employees reporting to or working in Corvallis, Oregon. This plan also covers employees working in other establishments who report to managers included in this plan.

As detailed in the Job Group Analysis, this AAP covers 719 full and part-time employees including 53 minorities (making up 7% of the total workforce) and 302 women (making up 42% of the total workforce). It is expected that these employees will help us to reach mutual goals of efficiency, resulting in both business and personal growth. As described in detail the plan that follows, the management of City of Corvallis has a continuing commitment to the practice of implemented action of this AAP.

Affirmative Action, Equal Employment Opportunity (EEO), the Americans with Disabilities Act, and other legislation, administrative rules and policies are the foundation of the City's Diversity Development strategy. In the City's view, diversity development incorporates and expands the effectiveness of Affirmative Action and EEO by linking them to a much larger matrix of activities designed to increase inclusiveness and reduce the impact of bias in the workplace. This approach is consistent with the City's commitment to being an inclusive, respectful workplace that provides all employees with the opportunity to work and contribute to their full potential. This includes creating and maintaining a workplace that is free of workplace harassment and which values and utilizes the unique perspectives, skills, and knowledge of its workforce.

The City is proud of the gains it has made in diversifying its workforce and looks forward to achieving even greater results as it continues to implement and improve on this Affirmative Action Plan. Key components in the overall development and execution of the Affirmative Action Plan shall include the issuance of a written policy statement and commitments, publication of the plan as a "Community Program", and appointment of top officials with responsibility and authority to implement the plan. The plan shall outline demographic and organization information including minority and female employment by department and job classification. Goals and time tables shall be developed as follows:

- Identification of specific key activities intended to aid in the execution of the overall Affirmative Action Plan.
- Review of current systems.
- Target changes that will increase employment and advancement opportunities.
- Concentration on major aspects for:
  - Recruitment and selection.
  - Training, development and promotion.
  - Communication of policy.
  - Compilation of data as required by State and Federal law.
- Goals for these efforts are to insure:
  - Eradication of effects of past discrimination wherever it exists.
  - Removal of artificial barriers.
  - Elimination of architectural barriers to the maximum extent feasible.

- Elimination of stereotyping.
- Validation of tests or selection procedures where adverse impact is indicated.
- Implementation of an outreach recruitment program, including utilization of minority media resources which promote minority awareness of opportunities.

## **Statement of Policy**

The City of Corvallis is committed to the principles of equality of opportunity for all community members within our community. Corvallis is a community that honors diversity and diverse interests, and aspires to be free of prejudice, bigotry and hate. Further, the managers and supervisors who work for the City of Corvallis have long believed that the objectives of the City can best be attained by utilizing to the fullest extent all of the human resources available to us, without discrimination based on a person's characteristics unrelated to job performance. In accordance with this commitment, the City has adopted policies, procedures, and ordinances aimed at protecting the civil rights of the employees and all residents of Corvallis.

To further its goal of equal employment opportunity for all employees and prospective employees without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law, the City of Corvallis states as its policy the following:

It is the policy of City of Corvallis, in accordance with all applicable laws, to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law.

All employment advertisements shall identify the City as an "Affirmative Action/Equal Opportunity Employer". All employment decisions shall be consistent with the principle of equal employment opportunity, and only job-related qualifications will be required.

All personnel actions, including recruiting, hiring, compensation, benefits, transfer, promotions, layoffs, return from layoffs, termination, training, City-sponsored education, tuition assistance, social and recreational programs, and all other privileges, terms and conditions of employment will be administered without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, or source and level of income.

It is the policy of the City of Corvallis that every employee has the right to work in an environment where each individual is treated with respect and dignity. Consistent with this policy the City is committed to maintaining a work environment that is free of bias, discrimination and harassment.

Consistent with this policy, it is the City's practice to prohibit illegal workplace harassment, discrimination and retaliation. This prohibition includes forms of harassment that violate state and federal laws, and forms of harassment that may not violate law, but which violate the any of the City's human resources rules because they are not conducive to creating a respectful work environment for employees. If harassment is found to have occurred, appropriate disciplinary action will be taken, up to and including termination.

All employees are encouraged to use the City's facilities and to participate in programs sponsored by the City.



An EEOC statement is posted in City buildings and shops so that employees will have knowledge of the City's commitment to equal employment. All employees shall have access to the City's grievance procedures in the event they feel they have been discriminated against or are victims of any type of harassment in violation of the above policy. Each manager, supervisor, employee, and volunteer is responsible for carrying out the Equal Employment Opportunity Program.

To assure compliance with the plan, Mary Beth Altmann Hughes, Human Resources Director, has been designated Affirmative Action Officer; to administer and monitor City of Corvallis Equal Employment Opportunity and Affirmative Action practices and make reports to the City Council. The AAP is available for inspection in accordance with applicable regulations.

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Mary Beth Altmann Hughes  
Human Resources Director  
and City's Affirmative Action Officer  
July 1, 2014 (for the plan year July 1, 2014-June 30, 2015)

## **Reaffirmation of Policy**

The City has established a written AAP with respect to equal opportunity. This AAP has been prepared in conformity with Executive Order 11246 and the implementing regulations of OFCCP, 41 C.F.R. § Part 60-1 et seq. This AAP is designed to provide guidance to management with respect to the City's commitment to full implementation of its EEO/affirmative action policy. The City's official policy statement, signed by the Human Resources Director, is included in the plan. The City's policy includes, without limitation, the following commitments:

1. To continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law.
2. To identify and analyze all areas of its employment process so as to further the principles of equal employment opportunity. Employment decisions in all areas are made on the basis of furthering the objective of equal employment. Specific examples include:

A. RECRUITMENT AND SELECTION - In conformity with applicable law, the recruitment, testing and hiring of all personnel will continue to be conducted without discrimination against any individual with regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin or other characteristic protected by law. All employee selection criteria used by the City are based solely on job-related criteria. Known sources of minority and female potential applicants are contacted regularly so as to maximize the participation of such applicants. To assure that affirmative action recruitment occurs, the following policies are adopted:

i. Vacancy Posting

All job openings shall be posted on employee bulletin boards throughout the City concurrent with the position becoming available. A notice of job openings shall be posted with the State Employment Office, state and national publications where applicable, and on the City internet web site. All notices of job openings shall indicate the City of Corvallis is an "Affirmative Action/Equal Opportunity Employer". No advertisement or notice of job openings shall in any way be composed or worded in such a way as to limit applicants because of their color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income.

ii. Recruitment Contacts

Notices of all job openings with the City of Corvallis shall be provided to groups or organizations serving women, and the minority community. Recruitment by professional groups or organizations through City contract shall not be limited to

predominately non-white minority groups or organizations. City representatives shall attend job fairs, career days, etc., at local high/vocational schools, colleges and universities to communicate employment and career opportunities. The City shall communicate job openings to the appropriate State and non-profit outreach offices.

iii. Hiring Policy

The City shall make every reasonable attempt to place minorities and women into every phase of its work force. Hiring shall be carried out without discrimination or unlawful regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income, consistent with the goals of the Affirmative Action Plan.

iv. Applications

Unless required by government regulations or other legal necessity, employment forms shall be void of all references to race, religion, color, sex, sexual orientation, ancestry, physical or mental disability, marital or veteran status, source or level of income, national origin, citizenship status, and age. The application form shall be periodically reviewed to ensure a continued compliance with federal and state laws in regard to interviewing, selection, and testing procedures and sound business practices.

v. Tests

All pre-employment tests shall be conducted in accordance with established Equal Employment Opportunity Commission (EEOC) guidelines for such tests (Uniform Guidelines on Employee Selection Procedures 29CFR 1607).

vi. Job Descriptions

All basic criteria for employment in each job classification and the essential functions of the job shall be accessible to all employees and applicants.

vii. Interviews

A member of the Human Resources Department shall be involved, whenever possible, in every interview for regular vacant positions within the City. All City and contract employees responsible for conducting interviews shall be trained to

interview in accordance with established EEOC guidelines. Where possible, minority or female interviewers shall be utilized.

- B. **PROMOTION** - Individuals will continue to be upgraded and promoted on the basis of their abilities, skills, and experience. The City ensures that minority and female employees who are qualified, as well as those who are qualified through training, are considered for promotion. In making promotion decisions, the supervisors directly involved and other appropriate personnel ensure that promotions are based solely on job-related criteria.

The Human Resources Department shall maintain position classification schedules outlining potential promotional progression from entry level through upper level positions. The schedules shall be used to inform employees, specifically minority and female candidates, of promotional opportunities throughout the organization. All employees shall be compensated without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income, and other factors not related to work performance.

- C. **TRANSFERS** - When vacancies occur, the supervisor directly involved and other appropriate personnel will continue to make positive efforts to affect transfers of minority and female employees whenever such transfers will increase the likelihood of greater job opportunity in areas where minority and female employees may have been or may now be underutilized.
- D. **LAYOFFS** - If reductions in the City's workforce become necessary, they will be based on non-discriminatory policies. The City will review those persons affected by the reductions to assure compliance with this policy and to ensure that minorities and women are treated in a non-discriminatory manner with respect to layoff and recall.
- E. **CAREER DEVELOPMENT AND TRAINING** – It is the City's responsibility to actively encourage employees to utilize available resources in order to increase their skills, improve competence, enhance self-confidence, and generally improve the quality of work and working conditions for all City employees. Training and educational programs sponsored or supported by the City of Corvallis shall be made available to all employees in a nondiscriminatory manner. Minority and female employees who demonstrate potential management and supervisory abilities shall be encouraged to take the appropriate training to qualify them for promotion and to seek management positions. Upon hiring, during the orientation process, all employees shall be advised of promotion policies, in-house training programs, educational assistance and tuition reimbursement. All such in-house training, educational assistance and similar programs shall be reviewed periodically and expanded or modified to achieve equal opportunity goals. Employees not qualifying for training opportunities because of deficiencies in previous training or education shall be encouraged to participate in developmental programs.

3. To maintain, with the Human Resources Department, position classification schedules outlining potential promotional progression from entry level through upper level positions. The schedules shall be used to inform employees, specifically minority and female candidates, of promotional opportunities throughout the organization. All employees shall be compensated without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income, and other factors not related to work performance.
4. To administer personnel actions affecting employees in areas such as compensation, benefits, transfers, layoffs, returns from layoff, City-sponsored training, education, and social and recreational programs, without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law. The City periodically reviews personnel actions and collects data on a continuing basis for the purpose of monitoring such actions.
5. To promulgate and administer the City's employee benefit plans, including pension, disability, and welfare insurance benefits, in conformity with the regulations of OFCCP, to the extent that such regulations are generally applicable and consistent with federal law. The Affirmative Action Officer meets periodically with appropriate management persons to review the progress made and to develop alternatives if required. The AAP in its entirety is reviewed and updated when such action is indicated by the implementation monitoring and progress evaluation of the plan.
6. To encourage reporting of discrimination by employees and applicants to Affirmative Action Officer or appropriate supervisor and to provide counseling, assistance and advice to those employees who request it before filing their complaint. In the event a complaint is filed, the City will conduct an internal review within sixty days in an effort to resolve the matter. The terms, conditions, or records of employment of any employee shall not be adversely affected in any manner because he or she made charges, testified, or assisted in hearings proceedings involving the City in human rights cases before any council, government body, or court of law.

## **Support of Community Programs**

The City of Corvallis views this Affirmative Action Plan as a “Community Program”, vital to the health and well-being of our City. We believe that we have a responsibility to set an example, as a major employer in this community, that fosters an environment where all protected classes and interests are represented in the work force. To ensure that the City of Corvallis effectively implements and administers this “community” Affirmative Action Plan, we will continue to interact with and listen to community minority organizations and fully comply with all local, state, and national fair employment practices, legislation and regulations. On an annual basis the Human Resources Department shall prepare and present a work force analysis/affirmative action report to examine the effectiveness of this program.

Employees are encouraged to make themselves available for both participation and leadership in various workshops, training, seminars, and other activities sponsored by educational and professional organizations in order to provide information regarding the City’s employment and training opportunities of services, particularly for minorities and other protected classes.

In addition to the City’s Affirmative Action Plan, the City has also pursued other programs and outreach opportunities designed to foster equal opportunity. These programs reflect the City’s commitment to protect the civil rights of its residents and to promote better understanding among the diverse groups which make up this community.

Human Resources staff members function as a liaison between the City Manager and government agencies concerned with Equal Employment Opportunity and Affirmative Action as well as with local organizations that deal with protected class individuals. Staff interacts with boards, commissions, and local community organizations such as the King Legacy Advisory Board, Human Services Committee, NAACP, and the Employers’ Partnership for Diversity.

All City employees, and especially department administrative and supervisory staff, are encouraged to participate in, and listen to, boards, committees, and local community organizations concerned with minority issues and increasing employment of individuals who fall within a protected class. Examples of these organizations include the King Legacy Advisory Board, NAACP, Human Service Committee, 509J School District, The Mental Health Association of Benton County, Access Benton County, the Employers’ Partnership for Diversity, the Chamber of Commerce and the State of Oregon Employment Department.

## **Designation of Responsibility for Implementation**

In accordance with 41 C.F.R. 60-2.17(a)

### **City Council**

The City Council shall actively and aggressively support the City's Affirmative Action Plan and Equal Employment Opportunity through encouragement and budgetary assistance to City departments, through dissemination of affirmative action oriented information to employees and the general public, and through evaluation and review of the affirmative action progress reports.

### **City Manager**

The City Manager shall have the ultimate responsibility for the success of the Affirmative Action Plan. The City Manager shall provide effective communication and conformance requirements to ensure that each Department Director takes such affirmative action to promote its goals. The City Manager shall annually review the progress of all departments and submit an annual report to the City Council citing program accomplishments and/or deficiencies.

### **Department Directors**

Department Directors shall adhere to the City's Affirmative Action Plan by accepting responsibility for effectuating progress towards the plan's goals and objectives, ensuring that appropriate steps are implemented to support the plan, and involving supervisory staff and employees to promote equal employment opportunity in the work place.

Specifically Department Directors shall:

1. Make good faith efforts to meet realistic goals and timetables provided by the Human Resources Division and participate with the Affirmative Action Officer to identify problem areas and develop annual updates of the plan.
2. Ensure that all employment decisions including the development of job knowledge and skill requirements, interviews, offers of employment and compensation commitments, assignment, training and evaluation, and employee relations are consistent with the City's Affirmative Action and Equal Opportunity policies.
3. Evaluate the effectiveness of supervisory personnel in furthering the progress of the department's efforts in affirmative action.
4. Ensure full compliance with the spirit and policies of the City's Affirmative Action and Equal Opportunity policies.
5. Inform supervisors that their performance is being appraised, in part, on the basis of their equal employment opportunity efforts and results, as well as other criteria.
6. Take actions to prevent harassment of employees.
7. Discuss the Affirmative Action Plan and its results with employees.

8. Consistently apply discipline and other personnel actions.
9. Keep accurate records required for affirmative action purposes, and submit reports to the Affirmative Action Officer on a timely basis.
10. Attend scheduled training opportunities on affirmative action and equal employment opportunity.
11. Report any problems regarding affirmative action and equal employment opportunity to the Affirmative Action Officer.
12. Encourage and assist employees in seeking promotional opportunities within the City.

### **Affirmative Action Officer**

Mary Beth Altmann Hughes, Affirmative Action Officer, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP, and for ensuring full compliance with the plan. The Affirmative Action Officer has the authority, resources, support of, and access to top management necessary to ensure the effective implementation of the AAP. Mary Beth Altmann Hughes, Human Resources Director, actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Officer appears on internal and external communications on the City's Equal Employment Opportunity Policy and AAP. The Affirmative Action Officer will:

1. Plan and coordinate activities associated with the Plan.
2. Assist management personnel and Department Directors to identify and resolve policy provisions or requirements.
3. Develop draft policy statements, affirmative action components, and internal/external communication techniques.
4. Develop and implement audit and report systems designed to:
  - Periodically measure the effectiveness of the City's program as well as individual departmental efforts.
  - Identify areas that appear to require special attention or remedial actions.
  - Determine the degree to which minority, women and other protected group placement goals are being achieved.
5. Analyze and evaluate employment practices and develop methods and strategies for improving the City's affirmative action position, increase protected group employment, and comply with merit principles and legal requirements. Review policies and procedures to ensure the eradication of effects of past discrimination, removal of artificial barriers,



elimination of stereotyping, elimination of architectural barriers to the maximum extent feasible, validation of tests or selection procedures where adverse impact is indicated, and implementation of an outreach recruitment program.

6. Serve as liaison between departments, enforcement agencies, minority groups, women groups, handicapped groups, sexual orientation groups, and other community groups as appropriate.
7. Act as resource person regarding Equal Opportunity developments.
8. Receive, investigate and resolve internal complaints of alleged discrimination or harassment.
9. Provide technical assistance in policy interpretation to City employees or other interested groups.
10. Arrange, participate, and evaluate affirmative action training activities; prepare report, informative articles and make presentations to City management, employees and community groups.
11. Develop, communicate and monitor practices to ensure equal opportunity to all applicants and employees.
12. Bring recent developments in the area of affirmative action to the attention of City employees.

### **City Employees**

City employees and volunteers shall be responsible for supporting a work climate which is conducive to achieving the City's Affirmative Action Plan goals.

## **Dissemination of Policy**

The City's commitment to Equal Employment Opportunities and to an Affirmative Action Plan shall be administered by the City Manager or by the person authorized by the City Manager. This program shall be accessible in all City Departments and to all City employees, applicants, and members of the community.

Notices of availability of copies of the Affirmative Action Plan shall be distributed to City employees, Union Officers, Department Directors, Division Managers, Supervisors, and City Council members. Copies shall be available in every division and department office of the City, and electronically on the City's website.

Non-discrimination posters such as "Equal Employment Is The Law" are posted in reception areas, lounges, and employment areas where they are viewed by applicants, employees and the public.

Through the City's recruiting process, agencies such as the State Employment Department Job Service, minority and female organizations, vocational rehabilitation services and special programs through high schools, community colleges, state colleges, and veterans agencies are notified of employment opportunities. The City asks that these sources actively recruit and refer minority, women, persons with disabilities, and veteran applicants for available positions.

The City shall communicate to its employees the elements of the Affirmative Action Plan which will enable employees to gain information and avail themselves of the benefits of the plan.

### **1. Internal Dissemination**

- A. The City's Equal Employment Policy is available to all employees and is published in the City of Corvallis's Human Resources Administrative Policies. Copies of this Policy are available to all employees upon request. The Policy is available online at the Department of Human Resources' website.  
<http://www.corvallisoregon.gov/index.aspx?page=426>
- B. Supervisors and managers are responsible for both affirmative action compliance and program implementation. The City of Corvallis will continue to train supervisors and managers in the area of equal employment and fair labor practices. The Equal Employment Opportunity training includes information on the evolving issue of harassment based on protected characteristics (including sexual harassment); with emphasis on commitment to our policy that strictly forbids harassment in any form.
- C. The City will continue to discuss the AAP in any new employee and supervisor orientation.
- D. The City's policy on Equal Employment Opportunity will continue to be clearly posted on City bulletin boards (whether in public lobbies or employee lounges).

- E. Management makes and will continue to make known to all employees the existence of our AAP, and will make available such elements of the plan as will enable employees to know of and to avail themselves of its benefits.
- F. Non-discrimination clauses will remain in collective bargaining agreements.
- G. Articles and pictures in City publications shall include or feature employees in protected classes at various levels and in non-traditional jobs. The Human Resources Department shall print and distribute, as necessary, these articles and reports pertaining to AAP progress.

## 2. External Dissemination

- A. The City will continue to inform recruitment sources of its commitment to EEO and affirmative action. In doing so, the City makes clear that all applicants will be treated without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law. Furthermore, these recruitment sources are informed that the City actively seeks qualified women and minorities for employment.
- B. The City communicates with appropriate minority and women's organizations, community agencies, guidance and placement personnel of local high schools, colleges, and other potential sources of minority and female applicants, apprising them of the City's EEO policy and encouraging them to refer minority and female candidates for employment. The Affirmative Action Officer will establish and maintain communications with outside organizations and individuals working in the EEO field.
- C. When the City advertises for prospective employees, the advertisement includes the EEO solicitation "An Equal Opportunity/ Affirmative Action Employer" or its abbreviation. Advertisements shall be submitted, when possible, to publications frequently read by individuals who fall within a protected class.
- D. The City will continue to inform prospective employees of the existence of our AAP and make available to them such elements of the plan as will enable them to know of and to avail themselves of its benefits.
- E. The City annual report contains a statement that City of Corvallis is an equal employment opportunity employer.
- F. The City will continue to incorporate the equal opportunity clause, 41 C.F.R. § 60-1.4, in all purchase orders, leases, contracts, and other required documents.
- G. The City will continue to refer a majority of all employment opportunities that are not expected to be filled from within to the State Employment Office and relevant sources of recruitment.

### **Quantitative Analyses**

In accordance with 41 C.F.R. 60-2.10

The quantitative analyses that are described in the following pages were used in the development of this plan. For the sake of efficiency and clarity, we have selected only a limited number of key analyses to include in the Supporting Documents section of the plan. The required quantitative analysis reports have been produced and are on file electronically with the Department of Human Resources. Copies of these reports are available for review upon written request.

### **Organizational Profile—Workforce Analysis**

In accordance with 41 C.F.R. 60-2.11

As one of the diagnostic components of City of Corvallis's AAP and to conform to applicable regulations, the City has completed a profile of the workforce at all Corvallis, Oregon locations. The organizational profile is an overview of the staffing patterns at this establishment and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete our organizational profile we have elected to follow the workforce analysis methodology.

The following charts set forth our Workforce Analysis. The analysis identifies the departments at all Corvallis, Oregon locations and for each department lists all job titles from the lowest paid to the highest paid. For each job title, we provide the following data: the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following racial/ethnic groups: Black, Hispanic, Asian/Pacific Islander, and American Indian/Alaskan Native. In addition, we have also provided a salary and EEO code for each job title.

## FINANCE

Job Code & Title	Average Salary & EEO	Total	W	B	A	H	I	P	2
20136	\$31,983.28	Total: 1 M 0	0	0	0	0	0	0	0
Admin Specialist	05	Total Min: 0 F 1	1	0	0	0	0	0	0
20132	\$42,568.72	Total: 3 M 0	0	0	0	0	0	0	0
Court Clerk	05	Total Min: 0 F 3	3	0	0	0	0	0	0
20130	\$42,644.37	Total: 3 M 0	0	0	0	0	0	0	0
Accounting Specialist	05	Total Min: 0 F 3	3	0	0	0	0	0	0
10150	\$45,475.88	Total: 2 M 0	0	0	0	0	0	0	0
Budget Analyst	02	Total Min: 0 F 2	2	0	0	0	0	0	0
20400	\$47,552.96	Total: 1 M 1	0	0	0	0	0	0	1
Accountant	02	Total Min: 1 F 0	0	0	0	0	0	0	0
10100	\$50,569.79	Total: 1 M 0	0	0	0	0	0	0	0
Payroll Coordinator	05	Total Min: 0 F 1	1	0	0	0	0	0	0
20170	\$56,296.86	Total: 1 M 0	0	0	0	0	0	0	0
Financial Analyst	02	Total Min: 0 F 1	1	0	0	0	0	0	0
20126	\$56,296.86	Total: 1 M 0	0	0	0	0	0	0	0
Utility Billing Lead	05	Total Min: 0 F 1	1	0	0	0	0	0	0
20209	\$56,296.86	Total: 2 M 2	1	0	0	1	0	0	0
Utility Billing Field	03	Total Min: 1 F 0	0	0	0	0	0	0	0
10131	\$60,634.50	Total: 1 M 0	0	0	0	0	0	0	0
Court Supervisor	01	Total Min: 0 F 1	1	0	0	0	0	0	0
20609	\$64,184.43	Total: 1 M 1	1	0	0	0	0	0	0
Info. Sys. Analyst	02	Total Min: 0 F 0	0	0	0	0	0	0	0
20608	\$70,763.26	Total: 1 M 0	0	0	0	0	0	0	0
Senior Accountant	02	Total Min: 1 F 1	0	0	1	0	0	0	0
20500	\$72,169.39	Total: 4 M 4	4	0	0	0	0	0	0

<u>Sys. Admin I</u>	03	Total Min:	0	F	0	0	0	0	0	0	0	0
20613	\$72,750.29	Total:	1	M	1	1	0	0	0	0	0	0
<u>Web Mstr. Is. Analyst</u>	03	Total Min:	0	F	0	0	0	0	0	0	0	0
10003	\$75,000.22	Total:	1	M	1	1	0	0	0	0	0	0
<u>Municipal Ct. Judge</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
10145	\$75,818.29	Total:	1	M	0	0	0	0	0	0	0	0
<u>Risk/Cust. Serv. Mgr.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
20605	\$76,387.79	Total:	1	M	1	1	0	0	0	0	0	0
<u>Network Admin.</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
20607	\$76,387.79	Total:	1	M	1	1	0	0	0	0	0	0
<u>FIS Admin/Analyst</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
10410	\$83,589.58	Total:	1	M	1	0	0	0	1	0	0	0
<u>Financial Serv. Mgr.</u>	01	Total Min:	1	F	0	0	0	0	0	0	0	0
10148	\$90,643.90	Total:	1	M	0	0	0	0	0	0	0	0
<u>Budget/Fin. Pln. Mgr.</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0
10252	\$100,755.20	Total:	1	M	1	0	1	0	0	0	0	0
<u>MIS Manager</u>	01	Total Min:	1	F	0	0	0	0	0	0	0	0
10602	\$133,875.04	Total:	1	M	0	0	0	0	0	0	0	0
<u>Finance Director</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0

#### **CITY MANAGER'S OFFICE**

Job Code & Title	Average Salary & EEO			Total	W	B	A	H	I	P	2
10001	\$1,200	Total: 1	M	0	0	0	0	0	0	0	0
Mayor	01	Total Min: 0	F	1	1	0	0	0	0	0	0
20138	\$18,092.57	Total: 1	M	0	0	0	0	0	0	0	0
HR Assistant	05	Total Min: 0	F	1	1	0	0	0	0	0	0
10149	\$47,389.91	Total: 3	M	0	0	0	0	0	0	0	0

HR Analyst	02	Total Min:	0	F	3	3	0	0	0	0	0	0
10101	\$50,839.15	Total:	1	M	0	0	0	0	0	0	0	0
Sr. Admin. Spec.	05	Total Min:	0	F	1	1	0	0	0	0	0	0
20210	\$52,098.59	Total:	1	M	0	0	0	0	0	0	0	0
Staff Assistant	05	Total Min:	0	F	1	1	0	0	0	0	0	0
10134	\$54,623.09	Total:	1	M	0	0	0	0	0	0	0	0
Econ Dev. Officer	02	Total Min:	0	F	1	1	0	0	0	0	0	0
10144	\$69,240.08	Total:	1	M	0	0	0	0	0	0	0	0
City Recorder	02	Total Min:	0	F	1	1	0	0	0	0	0	0
10608	\$90,643.90	Total:	1	M	0	0	0	0	0	0	0	0
HR Director	01	Total Min:	0	F	1	1	0	0	0	0	0	0
10411	\$95,957.68	Total:	1	M	1	1	0	0	0	0	0	0
Econ. Dev. Mgr.	01	Total Min:	0	F	0	0	0	0	0	0	0	0

## COMMUNITY DEVELOPMENT

Job Code & Title	Average Salary & EEO			Total	W	B	A	H	I	P	2
50602	\$25,604.80	Total: 1	M	0	0	0	0	0	0	0	0
Clerical Assist. (Casual)05		Total Min: 0	F	1	1	0	0	0	0	0	0
20204	\$30,345.54	Total: 1	M	0	0	0	0	0	0	0	0
Permit Coordinator	05	Total Min: 0	F	1	1	0	0	0	0	0	0
20206	\$43,043.73	Total: 2	M	0	0	0	0	0	0	0	0
Permit Technician	05	Total Min: 0	F	2	2	0	0	0	0	0	0
20425	\$44,861.44	Total: 1	M	0	0	0	0	0	0	0	0
Assistant Planner	02	Total Min: 0	F	1	1	0	0	0	0	0	0
50902	\$46,141.33	Total: 3	M	1	1	0	0	0	0	0	0
Code. Comp. Spec. (C) 01		Total Min: 0	F	2	2	0	0	0	0	0	0
50901	\$51,029.33	Total: 3	M	3	3	0	0	0	0	0	0

<u>Plans Exam. III (C)</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
20176	\$52,319.90	Total:	3	M	0	0	0	0	0	0	0	0
<u>Sr. Admin. Spec.</u>	05	Total Min:	0	F	3	3	0	0	0	0	0	0
50604	\$52,717.60	Total:	4	M	3	3	0	0	0	0	0	0
<u>Bldg. Insp. II (C)</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0
20203	\$53,615.95	Total:	1	M	0	0	0	0	0	0	0	0
<u>Permit Technician II</u>	05	Total Min:	0	F	1	1	0	0	0	0	0	0
20403	\$55,048.66	Total:	1	M	1	1	0	0	0	0	0	0
<u>Engineering Tech. III</u>	03	Total Min:	0	F	0	0	0	0	0	0	0	0
20218	\$61,040.31	Total:	2	M	2	2	0	0	0	0	0	0
<u>Proj. Coord. II Trainee</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
20503	\$64,975.25	Total:	6	M	6	5	0	1	0	0	0	0
<u>Bldg. Inspector II</u>	01	Total Min:	1	F	0	0	0	0	0	0	0	0
20426	\$65,499.62	Total:	1	M	0	0	0	0	0	0	0	0
<u>Land Use Inspector</u>	03	Total Min:	1	F	1	1	0	0	0	0	0	0
20610	\$65,499.62	Total:	2	M	2	2	0	0	0	0	0	0
<u>Housing Prog. Spec.</u>	05	Total Min:	0	F	0	0	0	0	0	0	0	0
10140	\$66,394.64	Total:	1	M	0	0	0	0	0	0	0	0
<u>Mgmt. Assistant</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0
10257	\$72,702.03	Total:	1	M	1	1	0	0	0	0	0	0
<u>Code Comp. Super.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
20600	\$73,381.05	Total:	4	M	3	3	0	0	0	0	0	0
<u>Associate Planner</u>	02	Total Min:	0	F	1	1	0	0	0	0	0	0
20214	\$74,829.04	Total:	1	M	1	1	0	0	0	0	0	0
<u>Proj. Coord. III</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
20601	\$76,387.79	Total:	1	M	0	0	0	0	0	0	0	0
<u>Civil Engineer 1</u>	02	Total Min:	0	F	1	1	0	0	0	0	0	0



20212	\$80,207.09	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Project Coord. II</u>	<u>02</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
51101	\$87,360.00	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Division Mgr. (C)</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10264	\$89,559.39	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Spec. Inspect. Super.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10266	\$89,560.43	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Project Manager</u>	<u>02</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20603	\$89,560.43	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Hous./Neigh. Serv. Mgr.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10502	\$100,755.20	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Dev. Serv. Mgr. 1</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10406	\$100,755.20	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Planning Div. Mgr.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10601	\$127,500.05	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Comm. Dev. Dir.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

## **PUBLIC WORKS**

Job Code & Title	Average Salary & EEO			Total	W	B	A	H	I	P	2
50412	\$21,548.75	Total: 4	M	3	3	0	0	0	0	0	0
Seasonal PW Maint. II (C)08		Total Min: 0	F	1	1	0	0	0	0	0	0
50505	\$22,006.40	Total: 2	M	2	2	0	0	0	0	0	0
Seasonal PW Maint. III 08		Total Min: 0	F	0	0	0	0	0	0	0	0
20290	\$24,914.24	Total: 1	M	1	1	0	0	0	0	0	0
Bldg./Grnds. Maint. Tc. 08		Total Min: 0	F	0	0	0	0	0	0	0	0
50500	\$28,288.00	Total: 1	M	1	1	0	0	0	0	0	0
Intern IV (C) 05		Total Min: 0	F	0	0	0	0	0	0	0	0

50412	\$28,780.27	Total: 3	M	3	2	0	0	0	0	0	1	0
<u>Seasonal CDL Maint. II 05</u>		Total Min: 1	F	0	0	0	0	0	0	0	0	0
50409	\$29,702.40	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Seasonal Maint. IV 08</u>		Total Min: 0	F	1	1	0	0	0	0	0	0	0
20136	\$42,644.37	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Admin. Specialist 05</u>		Total Min: 0	F	1	1	0	0	0	0	0	0	0
20215	\$46,315.36	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Water Treat. Plt. Op. Tr. 06</u>		Total Min: 0	F	0	0	0	0	0	0	0	0	0
20176	\$48,757.90	Total: 2	M	2	1	0	1	0	0	0	0	0
<u>Sr. Admin. Spec. 05</u>		Total Min: 1	F	0	0	0	0	0	0	0	0	0
20177	\$52,319.90	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Dept. Acct. Analyst 05</u>		Total Min: 0	F	1	1	0	0	0	0	0	0	0
10139	\$54,623.09	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Mgmt. Assistant 01</u>		Total Min: 0	F	1	1	0	0	0	0	0	0	0
50702	\$55,161.60	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Civil Engineer (C) 02</u>		Total Min: 0	F	0	0	0	0	0	0	0	0	0
20207	\$56,296.86	Total: 3	M	0	0	0	0	0	0	0	0	0
<u>Staff Assistant 05</u>		Total Min: 2	F	3	0	0	1	0	2	0	0	0
20421	\$56,580.99	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Spec. Trans. Coord. 02</u>		Total Min: 0	F	0	0	0	0	0	0	0	0	0
20418	\$56,638.28	Total: 2	M	1	1	0	0	0	0	0	0	0
<u>Water Quality Analyst 03</u>		Total Min: 0	F	1	1	0	0	0	0	0	0	0
20310	\$57,278.47	Total: 8	M	8	7	0	0	0	1	0	0	0
<u>Water Dist. Syst. Spec. 06</u>		Total Min: 0	F	0	0	0	0	0	0	0	0	0
20300	\$57,869.87	Total: 2	M	2	2	0	0	0	0	0	0	0
<u>Bldg./Grnds. Maint. Sp.08</u>		Total Min: 0	F	0	0	0	0	0	0	0	0	0
20305	\$59,968.58	Total: 8	M	8	6	0	0	1	1	0	0	0

Street Maint. Spec.	06	Total Min:	2	F	0	0	0	0	0	0	0	0
20406	\$60,691.07	Total:	2	M	2	2	0	0	0	0	0	0
Fleet Technician	06	Total Min:	0	F	0	0	0	0	0	0	0	0
20403	\$60,691.07	Total:	2	M	2	2	0	0	0	0	0	0
Engineering Tech. III	03	Total Min:	0	F	0	0	0	0	0	0	0	0
20404	\$61,857.46	Total:	5	M	5	5	0	0	0	0	0	0
Equip. Maint. Tech.	06	Total Min:	0	F	0	0	0	0	0	0	0	0
20422	\$62,417.74	Total:	4	M	3	2	0	0	0	0	0	1
Program Spec.	05	Total Min:	0	F	1	1	0	0	0	0	0	0
20416	\$63,269.96	Total:	4	M	4	4	0	0	0	0	0	0
Util. Treatment. Plt. Op.	06	Total Min:	0	F	0	0	0	0	0	0	0	0
20500	\$64,184.43	Total:	1	M	1	1	0	0	0	0	0	0
Systems Admin.I	03	Total Min:	0	F	0	0	0	0	0	0	0	0
20405	\$65,499.62	Total:	1	M	1	1	0	0	0	0	0	0
Instrument Tech. 1	03	Total Min:	0	F	0	0	0	0	0	0	0	0
20502	\$65,499.62	Total:	1	M	1	1	0	0	0	0	0	0
Airport-Prog. Spec.	02	Total Min:	0	F	0	0	0	0	0	0	0	0
20402	\$65,499.62	Total:	2	M	2	2	0	0	0	0	0	0
Electronic Tech. II	03	Total Min:	0	F	0	0	0	0	0	0	0	0
20417	\$66,664.32	Total:	4	M	4	4	0	0	0	0	0	0
Water Treat. Plt. Op.	06	Total Min:	0	F	0	0	0	0	0	0	0	0
20611	\$67,393.66	Total:	1	M	1	1	0	0	0	0	0	0
GIS Analyst	03	Total Min:	0	F	0	0	0	0	0	0	0	0
51002	\$70,720.00	Total:	1	M	1	1	0	0	0	0	0	0
FAIS Analyst Sub. (C)	03	Total Min:	0	F	0	0	0	0	0	0	0	0
20510	\$70,763.26	Total:	1	M	1	1	0	0	0	0	0	0
Franchise Util. Spec.	02	Total Min:	0	F	0	0	0	0	0	0	0	0

20495	\$70,763.26	Total: 2	M	1	1	0	0	0	0	0	0	0
<u>Facil. Auto Info. Sys. Tc.</u>	<u>03</u>	<u>Total Min: 1</u>	<u>F</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20415	\$70,763.26	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Util. Sys. Leadworker</u>	<u>06</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20508	\$70,763.26	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Trans. Leadworker</u>	<u>05</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20414	\$70,763.26	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Street Maint. LeadW</u>	<u>02</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20401	\$70,763.26	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Bldg.Grnds. Maint. Lead</u>	<u>08</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10268	\$72,207.82	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>WW Coll/Srfc. Sys. Sup.</u>	<u>06</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20509	\$74,301.34	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Environmental Analyst</u>	<u>03</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20612	\$76,387.79	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Fac. Auto Info. Sys. An.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20604	\$76,387.79	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Surveyor</u>	<u>02</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20601	\$77,355.68	Total: 3	M	3	3	0	0	0	0	0	0	0
<u>Civil Engineer I</u>	<u>02</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20602	\$78,570.34	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>GIS Coordinator</u>	<u>03</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10271	\$79,609.09	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Water Dist. Sys. Sup.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10273	\$79,609.09	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Pub. Works. Proj. Mgr.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10259	\$79,609.09	Total: 2	M	1	1	0	0	0	0	0	0	0

<u>Trans. Svcs. Sup.</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0
10250	\$81,233.98	Total:	1	M	0	0	0	0	0	0	0	0
<u>Admin. Div. Mgr.</u>	01	Total Min:	1	F	1	0	0	0	0	0	0	1
50704	\$85,425.33	Total:	3	M	2	2	0	0	0	0	0	0
<u>Utility Specialist (C)</u>	08	Total Min:	0	F	1	1	0	0	0	0	0	0
10267	\$85,674.99	Total:	1	M	1	1	0	0	0	0	0	0
<u>Util. Tech. Serv. Sup.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
10504	\$87,036.14	Total:	1	M	1	1	0	0	0	0	0	0
<u>Util Div. Mgr.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
20700	\$89,428.68	Total:	5	M	5	5	0	0	0	0	0	0
<u>Civil Engineer II</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
51302	\$89,440.00	Total:	1	M	1	1	0	0	0	0	0	0
<u>Causal Supervisor</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
10272	\$89,560.43	Total:	1	M	1	1	0	0	0	0	0	0
<u>Dev. Rev. Eng. Sup.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
10399	\$89,560.43	Total:	1	M	1	1	0	0	0	0	0	0
<u>Cap. Proj. Eng. Sup.</u>	01	Total Min:	1	F	0	0	0	0	0	0	0	0
10398	\$89,560.43	Total:	1	M	1	0	0	1	0	0	0	0
<u>Transp. Eng. Sup</u>	02	Total Min:	0	F	0	0	0	0	0	0	0	0
10501	\$100,755.20	Total:	1	M	1	0	0	1	0	0	0	0
<u>City Engineer</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
10607	\$119,352.48	Total:	1	M	0	0	0	0	0	0	0	0
<u>Public Works Dir.</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0

## **LIBRARY**

Job Code & Title	Average Salary & EEO			Total	W	B	A	H	I	P	2
20100	\$16,340.46	Total: 8	M	4	3	0	1	0	0	0	0

<u>Shelver</u>	05	Total Min:	1	F	4	4	0	0	0	0	0	0
50104	\$21,008.00	Total:	3	M	2	2	0	0	0	0	0	0
<u>Shelver (Cas)</u>	05	Total Min:	0	F	1	1	0	0	0	0	0	0
50205	\$21,666.09	Total:	36	M	9	9	0	0	0	0	0	0
<u>Sub. Library Clerk (Cas.)</u>	12	Total Min:	0	F	27	26	0	1	0	0	0	0
20134	\$28,443.78	Total:	6	M	0	0	0	0	0	0	0	0
<u>Library Specialist II</u>	12	Total Min:	2	F	6	4	0	1	1	0	0	0
40302	33,696.83	Total:	1	M	0	0	0	0	0	0	0	0
<u>Early Literacy Coord.</u>	12	Total Min:	1	F	1	0	0	1	0	0	0	0
50501	\$34,785.92	Total:	5	M	0	0	0	0	0	0	0	0
<u>Sub. Librarian (Cas.)</u>	02	Total Min:	0	F	5	5	0	0	0	0	0	0
50510	\$37,440.00	Total:	1	M	0	0	0	0	0	0	0	0
<u>Ref. Librarian (Cas.)</u>	02	Total Min:	0	F	1	1	0	0	0	0	0	0
20202	\$41,234.63	Total:	8	M	1	1	0	0	0	0	0	0
<u>Comm. Library Spec.</u>	12	Total Min:	0	F	7	7	0	0	0	0	0	0
50410	\$42,170.54	Total:	1	M	0	0	0	0	0	0	0	0
<u>Ext. OR Bkmobile (Cas.)</u>	12	Total Min:	0	F	1	1	0	0	0	0	0	0
50807	\$43,576.00	Total:	1	M	0	0	0	0	0	0	0	0
<u>Volunteer Coord. (Cas.)</u>	05	Total Min:	0	F	1	1	0	0	0	0	0	0
20174	\$48,434.25	Total:	6	M	1	1	0	0	0	0	0	0
<u>Library Specialist III</u>	12	Total Min:	0	F	5	5	0	0	0	0	0	0
20176	\$52,319.90	Total:	1	M	0	0	0	0	0	0	0	0
<u>Sr. Admin. Spec.</u>	05	Total Min:	0	F	1	1	0	0	0	0	0	0
20501	\$58,630.07	Total:	11	M	1	1	0	0	0	0	0	0
<u>Reference Librarian</u>	02	Total Min:	0	F	10	10	0	0	0	0	0	0
20205	\$60,691.07	Total:	1	M	0	0	0	0	0	0	0	0
<u>Library Specialist IV</u>	12	Total Min:	0	F	1	1	0	0	0	0	0	0

10140	\$66,394.64	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Mgmt. Assistant</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20609	\$70,763.26	Total: 1	M	0	1	0	0	0	0	0	0	0
<u>Info. Sys. Analyst</u>	<u>02</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10155	\$72,702.03	Total: 2	M	1	1	0	0	0	0	0	0	0
<u>Circulation Sup.</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10255	\$86,784.95	Total: 3	M	1	1	0	0	0	0	0	0	0
<u>Library Div. Mgr.</u>	<u>01</u>	<u>Total Min: 1</u>	<u>F</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10604	\$115,687.10	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Library Serv. Dir.</u>	<u>05</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

## **PARKS AND RECREATION**

Job Code & Title	Average Salary & EEO			Total	W	B	A	H	I	P	2
50102	\$18,928.00	Total: 1	M	1	1	0	0	0	0	0	0
Youth P&R Corp. (Cas.)	12	Total Min: 0	F	0	0	0	0	0	0	0	0
50106	\$19,046.47	Total: 46	M	22	19	0	1	0	0	0	2
Aquatics Lifeguard (Cas.)	12	Total Min: 8	F	24	19	0	3	0	0	0	2
50105	\$19,152.64	Total: 5	M	1	1	0	0	0	0	0	0
Cashier (Cas.)	05	Total Min: 0	F	4	4	0	0	0	0	0	0
50103	\$19,449.60	Total: 13	M	8	6	1	0	1	0	0	0
Youth Rec. Leader (Cas.)	12	Total Min: 0	F	5	5	0	0	0	0	0	0
20101	\$20,843.57	Total: 3	M	3	2	0	0	0	0	0	1
Seasonal Park Wkr. II	08	Total Min: 1	F	0	0	0	0	0	0	0	0
50202	\$20,970.18	Total: 11	M	6	6	0	0	0	0	0	0
Youth Rec. Ldr. II (Cas.)	12	Total Min: 0	F	5	5	0	0	0	0	0	0
50303	\$21,008.00	Total: 1	M	0	0	0	0	0	0	0	0
Rec. Coord. (Cas.)	12	Total Min: 0	F	1	1	0	0	0	0	0	0

50308	\$22,173.44	Total: 97	M	36	32	0	1	1	0	0	2
<u>Aquat. Swim Inst. (Cas.)</u>	<u>12</u>	<u>Total Min: 8</u>	<u>F</u>	<u>61</u>	<u>57</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>3</u>
50413	\$22,469.20	Total: 4	M	3	2	0	0	1	0	0	0
<u>Spec. Prog. Coord. (Cas.)</u>	<u>12</u>	<u>Total Min: 2</u>	<u>F</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
50508	\$22,620.00	Total: 2	M	1	1	0	0	0	0	0	0
<u>Park Wkr. II (Cas.)</u>	<u>08</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
50206	\$22,846.72	Total: 5	M	1	1	0	0	0	0	0	0
<u>Bldg. Attendant (Cas.)</u>	<u>12</u>	<u>Total Min: 1</u>	<u>F</u>	<u>4</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
50516	\$23,108.80	Total: 1	M	0	0	0	0	0	0	0	0
<u>Spec. Exercise Inst.</u>	<u>12</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20131	\$23,889.88	Total: 4	M	3	2	0	0	1	0	0	0
<u>Seasonal Park Wkr. III</u>	<u>08</u>	<u>Total Min: 1</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
50517	\$25,916.80	Total: 3	M	0	0	0	0	0	0	0	0
<u>Spec. Ex. Inst. Aqua.</u>	<u>12</u>	<u>Total Min: 0</u>	<u>F</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
50402	\$25,958.40	Total: 1	M	0	0	0	0	0	0	0	0
<u>Clerical Asst. II</u>	<u>05</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
50518	\$26,748.80	Total: 1	M	0	0	0	0	0	0	0	0
<u>Facilities Maint. (Cas.)</u>	<u>08</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20136	\$26,865.95	Total: 1	M	0	0	0	0	0	0	0	0
<u>Admin. Specialist</u>	<u>05</u>	<u>Total Min: 1</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
50407	\$27,560.00	Total: 5	M	4	4	0	0	0	0	0	0
<u>Spec. Prog. Crd. II (Cas.)</u>	<u>12</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
50409	\$28,702.94	Total: 2	M	2	2	0	0	0	0	0	0
<u>Seasonal Equip. Op</u>	<u>8</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20176	\$46,506.58	Total: 3	M	0	0	0	0	0	0	0	0
<u>Sr. Admin. Spec.</u>	<u>05</u>	<u>Total Min: 1</u>	<u>F</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20172	\$49,828.69	Total: 1	M	0	0	0	0	0	0	0	0



<u>Aquatics Supp. Spec.</u>	05	Total Min:	0	F	1	1	0	0	0	0	0	0
20177	\$52,319.90	Total:	1	M	0	0	0	0	0	0	0	0
<u>Dept. Accting. Analyst</u>	05	Total Min:	0	F	1	1	0	0	0	0	0	0
20411	\$52,982.40	Total:	4	M	2	2	0	0	0	0	0	0
<u>Recreation Coord.</u>	05	Total Min:	0	F	2	2	0	0	0	0	0	0
10263	\$53,072.45	Total:	1	M	0	0	0	0	0	0	0	0
<u>Park Planner</u>	02	Total Min:	0	F	1	1	0	0	0	0	0	0
20420	\$55,202.61	Total:	2	M	1	1	0	0	0	0	0	0
<u>Aquatics Prog. Coord.</u>	12	Total Min:	0	F	1	1	0	0	0	0	0	0
20201	\$56,296.86	Total:	1	M	1	1	0	0	0	0	0	0
<u>Park Maint. Tech.</u>	08	Total Min:	0	F	0	0	0	0	0	0	0	0
21210	\$56,296.86	Total:	1	M	1	1	0	0	0	0	0	0
<u>Aquatics Pool Op.</u>	06	Total Min:	0	F	4	0	0	0	0	0	0	0
20408	\$66,318.36	Total:	4	M	3	3	0	0	0	0	0	0
<u>Park Ops. Specialist</u>	08	Total Min:	0	F	1	1	0	0	0	0	0	0
10141	\$66,394.64	Total:	1	M	0	0	0	0	0	0	0	0
<u>Senior Center Sup.</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0
20423	\$70,763.26	Total:	2	M	2	2	0	0	0	0	0	0
<u>Parks Maint. Leadwkr.</u>	08	Total Min:	0	F	0	0	0	0	0	0	0	0
10262	\$72,207.82	Total:	1	M	1	1	0	0	0	0	0	0
<u>Parks Ops. Sup.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
10154	\$72,702.03	Total:	1	M	1	1	0	0	0	0	0	0
<u>Aquatics Center Sup.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
10403	\$89,560.43	Total:	1	M	1	1	0	0	0	0	0	0
<u>Assistant P&amp;R Dir.</u>	01	Total Min:	0	F	0	0	0	0	0	0	0	0
10605	\$115,687.10	Total:	1	M	0	0	0	0	0	0	0	0
<u>Parks and Rec. Dir.</u>	01	Total Min:	0	F	1	1	0	0	0	0	0	0

## POLICE

Job Code & Title	Average Salary & EEO	Total	W	B	A	H	I	P	2
20171	\$33,696.83	Total: 1 M 0	0	0	0	0	0	0	0
Animal Control Off. 09		Total Min: 0 F 1	1	0	0	0	0	0	0
20135	\$39,871.00	Total: 5 M 0	0	0	0	0	0	0	0
Records Specialist 05		Total Min: 0 F 5	5	0	0	0	0	0	0
20151	\$41,337.16	Total: 4 M 0	0	0	0	0	0	0	0
Parking Enforce. Off. 09		Total Min: 0 F 4	4	0	0	0	0	0	0
20152	\$48,817.81	Total: 1 M 0	0	0	0	0	0	0	0
Property Control Spec. 05		Total Min: 0 F 1	1	0	0	0	0	0	0
10101	\$52,319.90	Total: 2 M 0	0	0	0	0	0	0	0
Sr. Admin. Spec. 05		Total Min: 0 F 2	2	0	0	0	0	0	0
20176	\$26,220.95	Total: 2 M 0	0	0	0	0	0	0	0
Sr. Admin. Spec. 05		Total Min: 0 F 2	2	0	0	0	0	0	0
20302	\$57,361.07	Total: 13 M 6	6	0	0	0	0	0	0
Public Safety Dispatch. 05		Total Min: 1 F 7	6	0	0	0	0	0	1
20211	\$65,499.62	Total: 1 M 0	0	0	0	0	0	0	0
Crime Analyst 03		Total Min: 0 F 1	1	0	0	0	0	0	0
20410	\$65,909.17	Total: 2 M 2	2	0	0	0	0	0	0
Pub. Saf. Dispatch. Ldwkr.05		Total Min: 0 F 0	0	0	0	0	0	0	0
20139	\$66,394.64	Total: 1 M 0	0	0	0	0	0	0	0
Rec. Stn. Sec. & Sys. Sup.01		Total Min: 0 F 1	1	0	0	0	0	0	0
50804	\$67,433.60	Total: 4 M 3	3	0	0	0	0	0	0
Bkgrnd. Inspect. (Cas.) 01		Total Min: 0 F 1	1	0	0	0	0	0	0
40100	\$69,320.47	Total: 31 M 29	25	2	0	0	0	0	2
Police Officer 09		Total Min: 4 F 2	2	0	0	0	0	0	0

51301	\$70,720.00	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Police Lieutenant (Cas.)</u>	02	Total Min: 0	F	0	0	0	0	0	0	0	0	0
10157	\$75,818.29	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Admin. Serv. Mgr.</u>	01	Total Min: 0	F	1	1	0	0	0	0	0	0	0
10153	\$79,609.09	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>9-1-1 Manager</u>	01	Total Min: 0	F	1	1	0	0	0	0	0	0	0
40103	\$80,430.53	Total: 8	M	6	6	0	0	0	0	0	0	0
<u>Police Off. Assigned</u>	09	Total Min: 1	F	2	1	0	0	1	0	0	0	0
40300	\$89,795.76	Total: 6	M	6	6	0	0	0	0	0	0	0
<u>Police Sergeant</u>	03	Total Min: 0	F	0	0	0	0	0	0	0	0	0
10407	\$98,380.46	Total: 5	M	5	5	0	0	0	0	0	0	0
<u>Police Lieutenant</u>	02	Total Min: 0	F	0	0	0	0	0	0	0	0	0
10505	\$113,350.02	Total: 2	M	2	2	0	0	0	0	0	0	0
<u>Police Captain</u>	02	Total Min: 0	F	0	0	0	0	0	0	0	0	0
10606	\$121,569.97	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Police Chief</u>	01	Total Min: 0	F	0	0	0	0	0	0	0	0	0

## **FIRE**

Job Code & Title	Average Salary & EEO			Total	W	B	A	H	I	P	2
50515	\$23,494.90	Total: 16	M	16	16	0	0	0	0	0	0
<u>Seasonal Fire Worker</u>	09	Total Min: 0	F	0	0	0	0	0	0	0	0
50607	\$24,440.00	Total: 7	M	7	6	0	0	1	0	0	0
<u>Fire Prev. Asst. (Cas.)</u>	09	Total Min: 0	F	0	0	0	0	0	0	0	0
50606	\$35,498.67	Total: 3	M	3	3	0	0	0	0	0	0
<u>Firefighter (Cas.)</u>	09	Total Min: 0	F	0	0	0	0	0	0	0	0
20139	\$46,677.90	Total: 1	M	0	0	0	0	0	0	0	0
<u>EMS Billing/Admin.</u>	05	Total Min: 0	F	1	1	0	0	0	0	0	0

20176	\$52,319.90	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Sr. Admin. Spec.</u>	<u>05</u>	<u>Total Min: 1</u>	<u>F</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20217	\$55,373.97	Total: 1	M	0	0	0	0	0	0	0	0	0
<u>Fire Admin. Analyst</u>	<u>05</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
30103	\$72,709.84	Total: 2	M	1	1	0	0	0	0	0	0	0
<u>Fire Prevent. Off.</u>	<u>09</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
30100	\$73,277.27	Total: 21	M	20	16	0	1	1	1	0	1	
<u>Firefighter EMT</u>	<u>09</u>	<u>Total Min: 4</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
30102	\$78,565.64	Total: 12	M	12	9	1	0	1	0	0	1	
<u>Fire Engineer</u>	<u>09</u>	<u>Total Min: 3</u>	<u>F</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
30105	\$85,448.06	Total: 13	M	12	12	0	0	0	0	0	0	0
<u>Fire Lieutenant</u>	<u>02</u>	<u>Total Min: 0</u>	<u>F</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
51303	\$87,360.00	Total: 1	M	1	1	0	0	0	0	0	0	0
<u>Div. Chief (Cas.)</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10405	\$100,069.84	Total: 7	M	7	7	0	0	0	0	0	0	0
<u>Div./Batl. Chief</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10603	\$121,569.97	Total: 1	M	0	1	0	0	0	0	0	0	0
<u>Fire Chief</u>	<u>01</u>	<u>Total Min: 0</u>	<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

### **Job Group Analysis and Placement of Incumbents in Job Groups**

In accordance with 41 C.F.R. 60-2.12 and 41 C.F.R. 60-2.13

Pursuant to 41 C.F.R. 60-2.12(b), the City's 719 employees are organized into job groups based on similar content, wage rates, and opportunities. For this AAP, there are 35 job groups included in the City's job group analysis.

Pursuant to 41 C.F.R. 60-2.12(c), the Job Group Analysis includes a list of job titles that comprise each job group. Pursuant to 41 C.F.R. 60-2.13, the Job Group Analysis Summary separately states the percentage of minorities and the percentage of women employed in each job group (Placement of Incumbents in Job Groups).

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
<b>01 Officials &amp; Administrators - Building/Code Inspections</b>			<b>10</b>	<b>1 (10%)</b>			<b>1 (10%)</b>	
Building Inspector I			0					
Building Inspector II		65,969.90	6				1	
Building Safety Inspector		48,415.74	1					
Code Compliance Supervisor		72,702.03	1					
Code Compliance Specialist		22,430.72	1	1				
Specialty Inspection Supervisor		89,559.39	1					
<b>01 Officials &amp; Administrators - Community Development/Engineering</b>			<b>8</b>	<b>1 (12.5%)</b>			<b>1 (12.5%)</b>	
Capital Projects Engineering Supervisor		89,560.43	1					
City Engineer		100,755.20	1					
Development Services Manager		100,755.20	1					
Development Review Engineering Supervisor		89,560.43	1					
Planning Division Manager		100,755.20	1					
Public Transportation Services Supervisor		79,609.09	1	1				
Transportation Maintenance Supervisor		79,609.09	1					
Transportation Engineering Supervisor		89,560.43	1				1	
<b>01 Officials &amp; Administrators - Directors</b>			<b>9</b>	<b>5 (55.5%)</b>				
City Manager		150,000.00	1					
Community Development Director		127,500.05	1					
Fire Chief		121,569.97	1					
Finance Director		127,500.05	1	1				
Human Resources Director		95,176.02	1	1				
Library Services Director		115,687.10	1	1				
Parks & Recreation Director		115,687.10	1	1				
Police Chief		121,569.97	1					
Public Works Director		119,352.48	1	1				
<b>01 Officials &amp; Administrators - Fire</b>			<b>7</b>					
Division/Battalion Chief		100,069.84	7					
<b>01 Officials &amp; Administrators - General Administrative</b>			<b>11</b>	<b>5 (45.5%)</b>	<b>1 (9%)</b>	<b>1 (9%)</b>		
Budget Financial Planning Manager		90,643.90	1	1				
Court Supervisor		60,634.50	1	1				
Economic Development Manager		100,755.20	1					
Financial Services Manager		83,589.58	1			1		
Housing & Neighborhood Services Manager		89,560.43	1					
IT Manager		100,755.20	1		1			
Management Assistant		66,394.64	3	3				
Mayor		1,200.00	1					
Risk/Customer Service Manager		79,609.09	1					
<b>01 Officials &amp; Administrators - Parks/Recreation/Library</b>			<b>10</b>	<b>4 (40%)</b>				
Aquatics Center Supervisor		72,702.03	1					
Assistant Parks & Recreation Director		89,560.43	1					
Circulation Supervisor		72,702.03	2	1				
Library Division Manager		88,138.82	3	2				
Parks Division Supervisor		75,818.29	1					
Senior Center Supervisor		66,394.64	1	1				
Theatre Supervisor		52,022.05	1					
<b>01 Officials &amp; Administrators - Police</b>			<b>3</b>	<b>3 (100%)</b>				
Police Records Section & Systems Supervisor		66,394.64	1	1				
Police Administrative Services Manager		75,818.29	1	1				
911 Manager		79,609.09	1	1				
<b>01 Officials &amp; Administrators - Public Works/Utilities</b>			<b>7</b>	<b>1 (14.3%)</b>				
Administrative Division Manager		81,233.98	1	1				
Building & Garage Maintenance Supervisor		79,609.09	1					
Utility Division Manager		87,036.14	1					
Utility Technical Services Supervisor			0					
Wastewater Collection/Surface Water Management Systems Supervisor		72,207.82	1					
Wastewater Operations Supervisor		73,681.50	1					
Water Distribution Systems Supervisor		79,609.09	1					

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
Water Operations Supervisor		73,681.50	1					
<b>01 Officials &amp; Administrators - Casuals</b>			<b>9</b>	<b>3 (33.3%)</b>				
Building Inspector II - Casual		52,717.60	4	1				
Casual Supervisor - Casual		89,440.00	1					
Code Compliance Specialist - Casual		46,519.20	2	2				
Division Chief - Casual		87,360.00	1					
Division Manager - Casual		87,360.00	1					
	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
<b>02 Professionals - Community Development/Engineering</b>			<b>25</b>	<b>5 (20%)</b>				
Airport Program Specialist - Traffic Tech		65,499.62	1					
Assistant Planner		49,930.61	1	1				
Associate Planner		61,225.43	2					
Civil Engineer I		77,113.71	4	1				
Civil Engineer II		89,428.68	5					
Franchise Utility Specialist		70,763.26	1					
Park Planner		53,072.45	1	1				
Plans Examiner I			0					
Plans Examiner III			0					
Project Coordinator II Trainee		61,040.31	2					
Project Coordinator I			0					
Project Coordinator II		80,207.09	1					
Project Coordinator III			0					
Project Manager		89,560.43	1					
Public Works Project Manager		79,609.09	1	1				
Senior Planner		82,498.83	3	1				
Surveyor		76,387.79	2					
<b>02 Professionals - Fire</b>			<b>13</b>	<b>1 (7.7%)</b>				
Fire Lieutenant	100/0	85,774.84	13	1				
<b>02 Professionals - General Administrative</b>			<b>2</b>	<b>1 (50%)</b>				
City Recorder		72,702.03	1	1				
Municipal Court Judge		75,000.22	1					
<b>02 Professionals - MIS</b>			<b>8</b>					
FIS Administrator/Analyst		76,387.79	1					
Information Systems Analyst		67,473.85	2					
Network Administrator		76,387.79	1					
Systems Administrator		69,118.55	4					
<b>02 Professionals - Office Support</b>			<b>11</b>	<b>8 (72.7%)</b>			<b>1 (9.1%)</b>	
Accountant		47,552.96	2					
Budget Analyst		60,634.50	2	2				
Economic Development Officer		54,623.09	1	1				
Financial Analyst		56,296.86	1	1				
Human Resources Analyst		47,140.33	2	2				
Public Information Officer			0					
Senior Accountant		70,763.26	1	1			1	
Senior Human Resources Analyst		57,354.34	1	1				
Special Transportation Coordinator		56,580.99	1					
<b>02 Professionals - Parks/Recreation/Library</b>			<b>11</b>	<b>10 (90.9%)</b>				
Reference Librarian		58,560.44	11	10				
<b>02 Professionals - Police</b>			<b>6</b>					
Police Captain		113,350.02	1					
Police Lieutenant	100/0	101,307.02	5					
<b>02 Professionals - Casuals</b>			<b>12</b>	<b>6 (50%)</b>				
Civil Engineer - Casual		55,161.60	1					
Graphic Designer - Casual		30,804.80	1					

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
Plans Examiner III - Casual		51,029.33	3					
Police Lieutenant - Casual		70,720.00	1					
Reference Librarian - Casual		37,440.00	1	1				
Substitute Librarian - Casual		34,785.92	5	5				

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
<b>03 Technicians - Community Development/Engineering</b>			<b>5</b>	<b>2 (40%)</b>				
Engineering Technician III		59,246.10	2					
GIS Analyst		70,763.26	1					
GIS Coordinator		82,498.83	1	1				
Land Use Inspector		65,499.62	1	1				
<b>03 Technicians - MIS</b>			<b>3</b>	<b>1 (33.3%)</b>			<b>1 (33.3%)</b>	
Facilities Auto Information Systems Analyst		76,387.79	1					
Facilities Auto Information Systems Technician		70,763.26	2	1			1	
Web Master IS Analyst								
<b>03 Technicians - Police</b>			<b>7</b>	<b>1 (14.3%)</b>				
Crime Analyst		65,499.62	1	1				
Police Sergeant	100/0	90,836.08	6					
<b>03 Technicians - Public Works/Utilities</b>			<b>10</b>	<b>1 (10%)</b>		<b>1 (10%)</b>		
Electronics Technician II		65,499.62	2					
Environmental Analyst		70,763.26	1					
Instrument Technician I		65,499.62	1					
Instrument Technician II		70,763.26	1					
Urban Forester		65,364.21	1					
Utility Billing Field Specialist		56,296.86	2			1		
Water Quality Analyst		56,648.28	2	1				
<b>03 Technicians - Casuals</b>			<b>3</b>	<b>1 (33.3%)</b>				
FAIS Analyst Substitute - Casual		70,720.00	1					
Utility Specialist - Casual		65,738.40	2	1				

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
<b>05 Administrative Support - Community Development/Engineering</b>			<b>5</b>	<b>4 (80%)</b>				
Permit Coordinator		30,345.54	1	1				
Permit Technician		44,119.82	2	2				
Permit Technician II		53,615.95	1	1				
Transportation Leadworker		70,763.26	1					
<b>05 Administrative Support - Office Support</b>			<b>42</b>	<b>35 (83.3%)</b>	<b>1 (2.4%)</b>	<b>1 (2.4%)</b>	<b>2 (4.7%)</b>	<b>1 (2.4%)</b>
Accounting Specialist		42,644.37	3	3				
Accounting Specialist II			0					
Administrative Specialist		30,784.20	5	5				
City Manager's Office Support Specialist		50,839.15	1	1				
Court Clerk		43,919.27	3	3				
Department Accounting Analyst		52,319.90	2	2				
EMS Billing/Administrative Support Specialist		46,677.90	1	1				
Fire Administrative Analyst		55,373.97	1	1				
Housing Program Specialist		65,499.62	2					
Human Resources Assistant		18,997.37	1	1				
Payroll Coordinator		50,569.79	1	1				
Program Specialist		64,719.88	4	1				
Senior Administrative Specialist AFSCME		50,717.33	12	10	1	1	1	
Senior Administrative Specialist EXEMPT		24,237.93	2	2				
Staff Assistant		56,296.86	2	2			1	1
Staff Assistant (Exempt)		52,098.59	1	1				
Utility Billing Leadworker		56,296.86	1	1				



	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
<b>05 Administrative Support - Parks/Recreation/Library</b>			<b>14</b>	<b>8 (57.1%)</b>			<b>1 (7.1%)</b>	
Aquatics Support Specialist	70/30	49,828.48	1	1				
Library Courier	70/30	14,666.18	1					
Recreation Coordinator	70/30	54,152.27	3	2				
Shelver	70/30	16,496.12	9	5			1	
<b>05 Administrative Support - Police</b>			<b>22</b>	<b>13 (59%)</b>				
Property Control Specialist		36,613.36	2	2				
Public Safety Dispatcher		57,563.81	14	7				
Public Safety Dispatcher Leadworker		65,909.17	2					
Records Specialist		45,592.97	4	4				
<b>05 Administrative Support - Casuals</b>			<b>29</b>	<b>20 (69%)</b>		<b>1 (3.4%)</b>		
Background Inspector - Casual		67,433.60	4	1				
Building Attendant - Casual		23,701.60	4	4				
Cashier - Casual		19,603.55	6	5				
Clerical Assistant - Casual		25,979.20	1	1				
Clerical Assistant II - Casual		24,596.00	2	2		1		
Clerical Assistant III - Casual			0					
Clerical Assistant IV - Casual			0					
High School Intern - Casual			0					
Intern II - Casual			0					
Intern III - Casual			0					
Intern IV - Casual		28,288.00	1					
Records Specialist - Casual		26,936.00	1					
Recreation Program Assistant I - Casual		22,495.20	2	1				
Recreation Program Assistant II - Casual			0					
Shelver - Casual		21,770.67	3	1				
Theatre House Attendant - Casual		25,979.20	4	4				
Volunteer Coordinator - Casual		43,576.00	1	1				

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
<b>06 Skilled Craft Workers - Public Works/Utilities</b>			<b>47</b>			<b>2 (4.3%)</b>		<b>2 (4.3%)</b>
Aquatics Pool Operator		56,296.86	1					
Equipment Maintenance Technician		63,063.77	5					
Fleet Technician		60,691.07	2					
Street Maintenance Leadworker		70,763.26	1					
Street Maintenance Specialist		60,691.07	7			1		1
Wastewater Collection/Surface Water Management System Leadworker		64,184.43	1					
Wastewater Collection/Surface Water Management System Specialist		58,640.71	8			1		
Wastewater Reclamation Plant Operator		59,230.36	6					
Wastewater Reclamation Plant Operator Trainee		46,315.36	1					
Water Distribution System Leadworker		70,763.26	1					
Water Distribution System Specialist		57,978.75	9					1
Water Treatment Plant Operator		65,499.62	3					
Water Treatment Plant Operator Trainee		46,162.59	2					

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaskan Native</u>
<b>08 Service Maintenance - General Maintenance</b>			<b>20</b>	<b>2 (10%)</b>		<b>2 (10%)</b>		
Buildings & Grounds Maintenance Specialist		59,246.10	2					
Buildings & Grounds Maintenance Technician		26,159.95	1					
Buildings & Grounds Maintenance Lead		70,763.26	1					
Park Maintenance Technician		56,296.86	1					
Park Maintenance Leadworker		70,763.26	2					
Park Operation Specialist		65,499.62	4	1				
Seasonal Park Worker II AFSCME		19,572.84	3			1		
Seasonal Park Worker III AFSCME		23,712.05	4	1		1		
Seasonal Park Worker IV AFSCME		28,702.94	2					

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaska Native</u>
<b>08 Service Maintenance - Casuals</b>			<b>5</b>	<b>1 (20%)</b>				
Aquatics Custodian - Casual		23,566.40	1					
Casual Park Worker II - Casual		24,731.20	1					
Casual Park Worker III - Casual			0					
Facilities Maintenance Casual		27,310.40	1	1				
Lead Theatre Technician - Casual		30,804.80	1					
Seasonal CDL Maintenance Worker - Casual			0					
Seasonal CDL Maintenance Worker II - Casual			0					
Seasonal Public Works Maintenance Worker II - Casual			0					
Seasonal Public Works Maintenance Worker III - Casual			0					
Seasonal Public Works Maintenance Worker IV - Casual			0					
Youth Park/Recreation Corp -Casual		19,240.00	1					

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaskan Native</u>
<b>09 Protective Service Workers - Fire</b>			<b>36</b>	<b>1 (2.8%)</b>	<b>1 (2.8%)</b>	<b>3 (8.3%)</b>	<b>1 (2.8%)</b>	<b>1 (2.8%)</b>
Fire Engineer		78,565.64	12		1	2		
Firefighter EMT		74,068.40	21			1	1	1
Fire Prevention Officer		68,995.82	3	1				
<b>09 Protective Service Workers - Police</b>			<b>41</b>	<b>7 (17.1%)</b>	<b>2 (4.9%)</b>	<b>3 (7.3%)</b>		
Animal Control Officer		35,381.63	1	1				
Parking Enforcement Officer		44,490.16	2	2				
Police Officer		69,193.56	29	2	2	2		
Police Officer Assigned		80,355.64	9	2		1		
<b>09 Protective Service Workers - Casuals</b>			<b>26</b>					
Firefighter - Casual		40,414.40	3					
Fire Prevention Assistant - Casual		24,440.00	6					
Seasonal Fire Worker - Casual		24,064.44	17					

	<u>Internal/ External</u>	<u>Average Salary</u>	<u>Employees</u>	<u>Female</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian or Pacific Islander</u>	<u>American Indian or Alaskan Native</u>
<b>12 Paraprofessionals - Parks/Recreation/Library</b>			<b>24</b>	<b>21 (87.5%)</b>			<b>2 (8.3%)</b>	
Aquatics Program Coordinator	70/30	55,202.61	2	1				
Community Library Specialist		37,214.46	8	7				
Early Literacy Coordinator		33,696.83	1	1			1	
Library Specialist II	70/30	27,351.26	7	7			1	
Library Specialist III		48,775.86	5	4				
Library Specialist IV		60,691.07	1	1				
<b>12 Paraprofessionals - Casuals</b>			<b>217</b>	<b>130 (60%)</b>	<b>1 (0.5%)</b>	<b>6 (2.8%)</b>	<b>13 (6%)</b>	
Aquatics Head Instructor - Casual			0					
Aquatics Head Lifeguard - Casual			0					
Aquatics Instructor - Casual		22,674.85	52	44		1	1	
Aquatics Lifeguard - Casual		19,703.89	85	41		2	8	
Aquatics Specialty Instructor - Casual		26,457.60	3	3				
Recreation Leader I - Casual		19,626.19	32	13	1	1	3	
Recreation Leader II - Casual		21,412.44	9	4		1		
Recreation Program Assistant I - Casual		22,495.20	3			1		
Recreation Program Assistant II - Casual		28,340.00	3	2				
Recreation Specialty Exercise Instructor - Casual		23,566.40	1	1				
Youth Park Corps Crew Leader - Casual			0					
Substitute Library Clerk - Casual		24,215.07	29	22			1	

## **Availability Analysis**

In accordance with 41 C.F.R. 60-2.14

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis, which is the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of City's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the EEO1w 2006-2010 5 year ACS data.

Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

The City, based in Benton County, largely recruits from Benton County and the surrounding counties, except for Lincoln County. Those counties include Lane County, Linn County, Marion County and Polk County. Although occasionally the City may recruit outside of this area, most, if not all applicants and potential employees reside in these surrounding counties for all job groups. The exception to this recruitment area is for the job groups in the following categories: Officials and Administrators, Professionals, Technicians, Craftworkers and Paraprofessionals. For these categories, the reasonable recruitment area is the entire state of Oregon.

The pool of feeder positions for all job groups that have feeder positions, was chosen based on reasonable paths of progression within the City and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as to not have the effect of excluding minorities or women.

## **Comparison of Incumbency vs. Estimated Availability**

In accordance with 41 C.F.R. 60-2.15

City of Corvallis has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the City conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the 2.0 standard deviation test, the City applied that methodology, and set a goal whenever the difference between availability and incumbency was 2.0 standard deviation or more. Where the use of the 2.0 standard deviation test was not appropriate, the City used the exact binomial methodology, setting a goal whenever probability is less than or equal to .05. The following chart shows the results of the comparison of current City workforce representation of women and minorities to availability estimates.

Incumbency vs. Estimated Availability

1BCI		Officials/Admin – Building/Code Inspections							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	Employment %	20.0	10.0	10.0	0	0	0	10.0	0
	Availability %	13.15	22.50	6.85	0	4.25	0.40	0.05	1.60
	Statistical Value		0.610E			1.0E	1.0E		1.0E
	Shortfall								

Incumbency vs. Estimated Availability

1CDE		Officials/Admin – Community Development/Engineering							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
8	Employment %	25	12.5	12.5	0	0	0	12.5	0
	Availability %	13.59	16.05	5.13	1.08	4.46	1.26	0	1.67
	Statistical Value		1.0E		1.0E	1.0E	1.0E		1.0E
	Shortfall								

Incumbency vs. Estimated Availability

1D		Officials/Admin - Directors							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
9	Employment %	0	55.5	0	0	0	0	0	0
	Availability %	7.17	37.87	2.58	1.11	2.43	0.46	0.08	1.26
	Statistical Value	1.0E		1.0E	1.0E	1.0E	1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

1F		Officials/Admin - Fire							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
7	Employment %	0	0	0	0	0	0	0	0
	Availability %	0	1.05	0.27	0.27	0.83	0.27	0.27	0
	Statistical Value		1.0E	1.0E	1.0E	1.0E	1.0E	1.0E	
	Shortfall								

Incumbency vs. Estimated Availability

1GA		Officials/Admin –General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	18.2	45.5	0	9.1	9.1	0	0	0
	Availability %	9.91	46.63	3.33	1.24	3.64	0.66	0.26	1.0
	Statistical Value		1.0E	1.0E			1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

1PRL		Officials/Admin – Parks/Recreation/Library							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	Employment %	0	40	0	0	0	0	0	0
	Availability %	11.21	68.64	4.59	1.27	2.57	1.35	0	1.44
	Statistical Value	0.61E	0.117E	1.0E	1.0E	1.0E	1.0E		1.0E
	Shortfall		2						

Incumbency vs. Estimated Availability

1P		Officials/Admin - Police							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0	100	0	0	0	0	0	0
	Availability %	0	4.53	0.14	0.14	0.42	0.14	0.14	0
	Statistical Value			1.0E	1.0E	1.0E	1.0E	1.0E	
	Shortfall								

Incumbency vs. Estimated Availability

1PWU		Officials/Admin – Public Works/Utilities							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
7	Employment %	0	14.29	0	0	0	0	0	14.29
	Availability %	13.39	6.88	1.67	2.39	6.61	1.88	0	0.86
	Statistical Value	0.731E		1.0E	1.0E	1.0E	1.0E		
	Shortfall								

Incumbency vs. Estimated Availability

1CAS		Officials/Admin - Casuals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
9	Employment %	0	33.3	0	0	0	0	0	0
	Availability %	9.17	15	4.57	0.40	2.83	0.27	0.03	1.07
	Statistical Value	0.839E		1.0E	1.0E	1.0E	1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

2CDE		Professionals - Community Development/Engineering							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
25	Employment %	0	20	0	0	0	0	0	0
	Availability %	8.67	29.54	2.0	0.86	4.65	0.29	0.11	0.77
	Statistical Value	0.206E	0.417E	1.0E	1.0E	0.60E	1.0E	1.0E	1.0E
	Shortfall	2	2						

Incumbency vs. Estimated Availability

2F		Professionals - Fire							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
13	Employment %	0	7.7	0	0	0	0	0	0
	Availability %	8.11	2.62	0.14	0.14	3.71	0.14	0.14	0
	Statistical Value	.667E		1.0E	1.0E	1.0E	1.0E	1.0E	
	Shortfall								

Incumbency vs. Estimated Availability

2GA		Professionals - General Administrative							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
2	Employment %	0	50	0	0	0	0	0	0
	Availability %	15.15	47.75	2.35	3.0	6.8	0.6	0	2.40
	Statistical Value	1.0E		1.0E	1.0E	1.0E	1.0E		1.0E
	Shortfall								

Incumbency vs. Estimated Availability

2MIS		Professionals - MIS							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
8	Employment %	0	0	0	0	0	0	0	0
	Availability %	17.1	18.63	10.53	0.54	4.50	0.45	0.09	0.99
	Statistical Value	0.451E	0.386E	0.823E	1.0E	1.0E	1.0E	1.0E	1.0E
	Shortfall	1	1						

Incumbency vs. Estimated Availability

2OS		Professionals - Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	18.2	72.73	9.1	0	0	0	9.1	9.1
	Availability %	14.43	62.15	4.30	3.57	3.84	0.71	1.08	1.48
	Statistical Value				1.0E	1.0E	1.0E		
	Shortfall								

Incumbency vs. Estimated Availability

2PRL		Professionals – Parks/Recreation/Library							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
11	Employment %	0	90.1	0	0	0	0	0	0
	Availability %	8.15	79.59	4.1	0.81	0.54	0	0.36	2.34
	Statistical Value	0.78E		1.0E	1.0E	1.0E		1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

2P		Professionals - Police							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
6	Employment %	0	0	0	0	0	0	0	0
	Availability %	7.62	13.09	0.56	1.87	3.83	0.80	0	0.56
	Statistical Value	1.0E	0.861E	1.0E	1.0E	1.0E	1.0E		1.0E
	Shortfall								

Incumbency vs. Estimated Availability

2CAS		Professionals - Casuals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
12	Employment %	0	50	0	0	0	0	0	0
	Availability %	9.22	35.54	2.80	0.56	3.58	0.64	0.04	1.60
	Statistical Value	0.628E		1.0E	1.0E	1.0E	1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

3CDE		Technicians - Community Development/Engineering							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	0	40	0	0	0	0	0	0
	Availability %	11.75	23.39	5.94	0.86	3.74	0.59	0.09	0.63
	Statistical Value	1.0E		1.0E	1.0E	1.0E	1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

3MIS		Technicians - MIS							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	66.6	33.3	33.3	0	0	0	33.3	0
	Availability %	18.54	19.44	9.18	1.71	5.31	0.90	0.18	1.26
	Statistical Value					1.0E			
	Shortfall								

Incumbency vs. Estimated Availability

3P		Technicians - Police							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
7	Employment %	0	14.29	0	0	0	0	0	0
	Availability %	10.10	31.26	2.07	1.06	3.03	1.98	0	1.98
	Statistical Value	0.949E	0.605E	1.0E	1.0E	1.0E	1.0E		1.0E
	Shortfall								

Incumbency vs. Estimated Availability

3PWU		Technicians – Public Works/Utilities							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
10	Employment %	10.0	10.0	0	0	10.0	0	0	0
	Availability %	22.83	20.55	6.03	1.22	3.90	3.90	0.09	1.98
	Statistical Value	0.595E	0.746E	1.0E	1.0E		1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

3CAS		Technicians - Casuals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
3	Employment %	0	33.3	0	0	0	0	0	0
	Availability %	19.35	19.44	9.18	1.71	5.74	1.33	0.18	1.26
	Statistical Value	1.0E		1.0E	1.0E	1.0E	1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

5CDE		Administrative Support - Community Development/Engineering							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	0	80	0	0	0	0	0	0
	Availability %	9.58	80.86	2.99	1.48	3.59	0.49	0.4	0.63
	Statistical Value	1.0E		1.0E	1.0E	1.0E	1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

5OS		Administrative Support – Office Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
42	Employment %	16.66	83.33	4.76	2.38	2.38	2.38	4.76	2.38
	Availability %	9.68	85.31	1.86	0.51	5.14	0.55	0.36	1.26
	Statistical Value					5.01			
	Shortfall					1			



Incumbency vs. Estimated Availability

5PRL		Administrative Support - Parks/Recreation/Library							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
14	Employment %	14.28	57.14	7.14	0	0	0	7.14	0
	Availability %	3.71	83.34	1.02	0.57	1.51	0.21	0.4	0
	Statistical Value		0.042E		1.0E	1.0E	1.0E		
	Shortfall		3						

Incumbency vs. Estimated Availability

5P		Administrative Support - Police							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
22	Employment %	0	59.1	0	4.5	0	0	0	4.5
	Availability %	15.53	70.4	7.52	0.33	5.72	0.18	0	1.78
	Statistical Value	0.049E	0.373E	0.36E		0.55E	1.0E		
	Shortfall	3	2	1					

Incumbency vs. Estimated Availability

5C		Administrative Support - Casuals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
29	Employment %	3.45	68.97	0	0	3.45	0	0	3.45
	Availability %	18.4	77.18	9.24	1.22	5.73	0.14	0.08	1.99
	Statistical Value	0.047E	0.396E	0.13E	1.0E	1.0E	1.0E	1.0E	
	Shortfall	4	2	2					

Incumbency vs. Estimated Availability

6PWU		Skilled Craft Workers - Public Works/Utilities							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
47	Employment %	8.52	0	0	0	4.26	4.26	0	0
	Availability %	9.39	6.87	1.59	1.33	4.1	1.08	0.07	1.22
	Statistical Value		-1.88						
	Shortfall		0						

Incumbency vs. Estimated Availability

8GM		Service Maintenance -General Maintenance							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
20	Employment %	10	10	0	0	10	0	0	5.0
	Availability %	23.54	6.08	0.31	0	20.63	1.74	0	0.86
	Statistical Value	0.236E	0.694E	1.0E		0.376E	1.0E		
	Shortfall	2				1			

Incumbency vs. Estimated Availability

8CAS		Service Maintenance -Casuals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5	Employment %	0	20	0	0	0	0	0	0
	Availability %	20.49	27.17	0.56	0.41	16.63	1.43	0.41	1.05
	Statistical Value	0.615E	1.0E	1.0E	1.0E	0.807E	1.0E	1.0E	1.0E
	Shortfall								

Incumbency vs. Estimated Availability

9F		Protective Service Workers - Fire							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
36	Employment %	22.18	2.77	2.77	2.77	5.55	2.77	2.77	5.55
	Availability %	14.01	20.41	0	0	11.97	0	0	2.04
	Statistical Value		-2.62			-1.19			
	Shortfall		6			2			

Incumbency vs. Estimated Availability

9P		Protective Service Workers - Police							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
41	Employment %	12.2	17.07	0	4.88	2.43	0	0	4.88
	Availability %	8.85	46.5	1.03	0	3.99	0	0.18	3.65
	Statistical Value		3.76						
	Shortfall		12						

Incumbency vs. Estimated Availability

9CAS		Protective Service Workers - Casuals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
26	Employment %	0	0	0	0	0	0	0	0
	Availability %	14.1	20.41	0	0	11.97	0	0	2.04
	Statistical Value	0.04E	0.006E			0.072E			1.0E
	Shortfall	3	5			3			

Incumbency vs. Estimated Availability

12PRL		Paraprofessionals - Parks/Recreations/Library							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
24	Employment %	16.66	87.5	8.33	0	0	0	8.33	0
	Availability %	10.8	58.25	3.96	0.53	3.22	0.68	1.78	0.65
	Statistical Value				1.0E	0.916E	1.0E		1.0E
	Shortfall								

Incumbency vs. Estimated Availability

12CAS		Paraprofessionals - Casuals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
217	Employment %	10	59.91	5.99	0.46	2.76	0	5.99	1.84
	Availability %	8.62	66.16	2.49	1.53	1.91	0.51	0.36	1.83
	Statistical Value		1.96						
	Shortfall		13						

## Placement Goals

In accordance with 41 C.F.R. 60-2.16

As required by applicable regulations, City of Corvallis has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability. In establishing placement goals, we applied the following principles:

1. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the City established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
2. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
3. In all employment decisions, the City makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, or national origin.
4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the City to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.
6. The placement goals established in this AAP may reflect the City's publicly announced permissible preference for American Indians living on or near an Indian reservation. As is described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, the City will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

As described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, the City will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

### For women:

1PRL=69%	5C= 77%
2CDE=30%	9F=20%
2MIS=19%	9P=47%
5PRL=83%	9CAS=20%
5P=70%	12CAS=66%

### For Minorities:

2CDE=9%
2MIS=17%
5OS=5% (for Hispanic)
5P=15.5%; 7.5% (for Asian)
8GM=23.54%; 20.6% (for Hispanic)
9F=12% (for Hispanic)
9CAS=14%; 12% (for Hispanic)

## **Identification of Problem Areas by Organizational Unit and Job Group**

In accordance with 41 C.F.R. 60-2.17(b)

We have conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist. An analysis of each of these processes follows.

1. **Composition of the Workforce by Organizational Unit** Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit, except that the City will work to increase minority representation in the City Manager's Office.

Minorities are employed at a rate of 0.7% and are represented in 87.5% of the City's departments. Further, minorities are represented in 87.5% of the departments that employ 10 or more people. Women are employed at a rate of 42% and are represented in 100% of all departments, and 100% of all departments that employ 10 or more people. This analysis suggests that there is no policy or practice excluding minorities or women from any departments, nor is there any racial or sexual discrimination in the selection process.

Composition of the Workforce by Job Group Pursuant to the Office of Federal Contract Compliance Programs' (OFCCP) regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

Our analysis indicates that, for minorities, incumbency is less than availability by a statistically significant amount in the following job groups: 2CDE, 2MIS, 5OS, 5P, 5C, 8GM, 9F, and 9CAS.

Our analysis indicates that, for women, incumbency is less than availability by a statistically significant amount in the following job groups: 1PRL, 2CDE, 2MIS, 5PRL, 5P, 5C, 9F, 9CAS, and 12CAS

The City has established affirmative action placement goals and programs to address underutilization, and will continue to make a good faith effort to reach the placement goals established and implement action-oriented programs, which are detailed elsewhere in this AAP.

### **2. Personnel Activity**

The City has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

## A. Applicant Flow

During the plan year, July 1, 2013-June 30, 2014, the City posted the majority of all open positions with the State Employment Office. The Human Resources Department accepted applications for open positions, and all persons interested in obtaining employment with the City were advised to apply according to our current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this process.

The City believes that applicant flow is not and will not be a problem area. Our analysis reveals that the percentage of minority applicants compares very favorably with the general availability in the respective categories. Clearly the City's success in implementing and communicating affirmative action and outreach efforts is demonstrated by these statistics.

The following reports summarize applicant flow. Please note that applicants with an identified gender but no race will be included in the Applicant Detail by Gender and applicants with an identified race but no gender will be included in the Applicant Detail by Race.

Job Title	Date	Department	EEO Category	Female	Asian or Pacific					2 or more	Male	Asian or Pacific					2 or more	Total
					Islander	Hispanic	American Indian or Alaska Native	Black	White			Islander	Hispanic	American Indian or Alaska Native	Black	White		
Human Resources Assistant	10/10/2013	City Managers Office	05	42	2	4	1	0	34	1	11	0	2	0	0	8	1	53
Human Resources Analyst	7/29/2013	City Managers Office	02	19	0	2	0	2	15	0	11	0	1	0	0	6	4	30
Public Information Officer	6/10/2014	City Managers Office	02	11	0	0	0	0	8	3	10	0	0	0	2	7	1	21
Permit Technician/Permit Technician II	6/12/2013	Community Development	05	21	0	0	0	0	19	2	49	1	3	1	0	43	1	70
Building Inspector II	9/23/2013	Community Development	01	0	0	0	0	0	0	0	22	0	0	1	0	20	1	22
Building Inspector II - Electrical Inspector	7/8/2013	Community Development	01	0	0	0	0	0	0	0	10	0	0	1	0	9	0	10
Casual Building Inspector I / II	2/27/2014	Community Development	01	0	0	0	0	0	0	0	13	0	1	0	0	12	0	13
Casual Code Enforcement Officer	2/25/2014	Community Development	01	3	0	0	0	0	3	0	24	0	3	0	2	17	2	27
Assistant/Associate Planner	6/27/2014	Community Development	02	7	0	0	0	1	5	1	12	2	1	0	0	8	1	19
Assistant Planner	4/1/2014	Community Development	02	37	3	0	0	5	29	0	120	5	0	0	4	105	6	157
Project Coordinator I	12/12/2013	Community Development	02	0	0	0	0	0	0	0	17	1	1	0	0	15	0	17
Project Coordinator II/Project Coordinator III	11/4/2013	Community Development	02	3	0	0	0	0	2	1	6	0	0	0	0	6	0	9
Parking Enforcement Officer	12/10/2013	Police Department	09	78	1	1	2	1	70	3	181	9	7	3	6	144	12	259
Police Officer	4/1/2014	Police Department	09	19	0	4	0	0	13	2	135	1	11	1	4	109	9	154
Community Library Specialist	4/16/2014	Library	12	74	3	0	0	0	64	7	33	2	1	0	0	30	0	107
Library Specialist III	5/13/2014	Library	12	81	5	2	0	0	70	4	36	2	1	0	0	29	4	117
Reference Librarian	2/3/2014	Library	02	56	3	2	1	0	47	3	27	0	2	0	1	23	1	83
Court Clerk	10/2/2013	Finance Department	05	79	2	6	0	1	67	3	16	0	2	0	1	13	0	95
Accountant	2/18/2014	Finance Department	02	15	0	0	0	0	14	1	10	0	0	0	0	9	1	25
Cashier	5/22/2014	Parks and Recreation	05	42	2	0	0	1	38	1	14	1	0	0	0	13	0	56
Casual Parks Worker II	2/21/2014	Parks and Recreation	08	16	1	1	0	0	13	1	51	0	5	2	1	42	1	67
Urban Forester	4/7/2014	Parks and Recreation	03	10	0	0	0	1	8	1	36	0	0	1	0	34	1	46
Administrative Specialist	7/13/2013	Public Works	05	180	6	9	4	0	155	6	39	4	2	0	3	28	2	219
Utilities Division Manager	12/2/2013	Public Works	01	2	0	0	0	0	2	0	40	1	3	0	1	33	2	42
Wastewater Operations Supervisor	11/15/2013	Public Works	01	4	0	0	0	0	4	0	58	2	3	0	1	49	3	62
Special Transportation Coordinator	12/6/2013	Public Works	02	12	0	0	0	0	12	0	31	3	4	1	0	21	2	43
Seasonal Maintenance - Building & Grounds	4/25/2014	Public Works	08	1	0	0	0	0	1	0	14	0	0	0	0	13	1	15
Seasonal Maintenance - Paint & Sign	4/25/2014	Public Works	08	3	0	0	0	1	2	0	19	0	1	0	0	18	0	22
Seasonal Maintenance - Street Maintenance	4/25/2014	Public Works	08	0	0	0	0	0	0	0	16	2	0	1	1	12	0	16
Seasonal Maintenance - Urban Stream	4/25/2014	Public Works	08	4	0	0	0	1	3	0	18	0	0	0	0	18	0	22
Seasonal Maintenance - Water Distribution	4/25/2014	Public Works	08	5	0	0	0	1	4	0	26	0	1	0	1	24	0	31
Seasonal Maintenance - Wastewater Reclamation	4/25/2014	Public Works	08	3	0	0	0	1	2	0	20	0	0	0	1	19	0	23
Seasonal Sludge Truck Driver	5/2/2014	Public Works	08	0	0	0	0	0	0	0	6	0	0	0	1	5	0	6
Equipment Maintenance Technician	10/11/2013	Public Works	06	0	0	0	0	0	0	0	52	1	4	0	0	45	2	52
WW Coll/Surface Water Mgmt System Specialist	12/2/2013	Public Works	06	4	0	0	0	0	4	0	31	1	0	0	1	28	1	35
WW Coll/Surface Water Mgmt System Specialist	3/31/2014	Public Works	06	8	0	2	2	0	4	0	60	4	1	0	1	49	5	68
Wastewater Reclamation Plant Operator / Trainee	8/29/2013	Public Works	06	8	0	0	0	0	8	0	134	9	7	1	10	103	4	142
Wastewater Reclamation Plant Operator / Trainee	5/9/2014	Public Works	06	17	0	0	0	2	14	1	160	3	4	4	4	138	7	177
Water Distribution System Specialist	8/20/2013	Public Works	06	3	0	0	0	0	2	1	55	1	1	2	0	48	3	58
Water Quality Analyst	11/15/2013	Public Works	03	33	4	0	0	0	28	1	42	5	3	0	1	32	1	75

## B. Hires

The Human Resources Department develops all procedures and all hiring at the City is conducted on the basis of nondiscriminatory criteria.

Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

1. Job descriptions have been reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job-related, and that all incumbents meet minimum job requirements. Job descriptions have and will continue to be written without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law.
2. Application forms have been reviewed to ensure that all requested information is job-related, and that the forms comply with all applicable laws. In addition, all forms state that the City is an Equal Opportunity/Affirmative Action Employer.
3. A company representative who is briefed in the law with regard to Equal Employment Opportunity/Affirmative Action conducts interviews.
4. Tests have been reviewed and are administered and conducted in a nondiscriminatory manner.
5. All employees are encouraged to refer qualified applicants to the City for employment. In addition, the City has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
6. Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job-related criteria.

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 41 new employees hired during the period from July 1, 2013-June 30, 2014 including 4 minorities at 10% and 15 women at 36.6%. The following report summarizes hiring activity:

<u>EEO Category</u>	<u>Position Title</u>	<u>Race/Ethnicity</u>	<u>Gender</u>	<u>Hire Date</u>
<u>Code</u>				
01	BUILDING INSPECTOR II	White		11/18/2013
01	UTILITY DIVISION MANAGER	White		6/16/2014
02	ECONOMIC DEVELOPMENT OFFICER	White	F	7/1/2013
02	HUMAN RESOURCES ANALYST	White	F	9/16/2013
02	ASSISTANT PLANNER	White	F	6/16/2014
02	MUNICIPAL COURT JUDGE	White		7/1/2013
02	PROJECT COORDINATOR III	White		7/16/2013
02	ASSOCIATE PLANNER	White		8/19/2013
02	SPECIAL TRANS COORDINATOR	White		2/18/2014
02	ACCOUNTANT	2 or more		5/16/2014
03	WATER QUALITY ANALYST	White	F	3/17/2014
05	PERMIT TECHNICIAN	White	F	9/16/2013
05	ADMINISTRATIVE SPECIALIST	White	F	11/18/2013
05	HUMAN RESOURCES ASSISTANT	White	F	12/16/2013
05	PERMIT TECHNICIAN	White	F	1/16/2014
05	COURT CLERK	White	F	1/16/2014
05	RECORDS SPECIALIST	White	F	1/16/2014
06	WATER DISTRIBUTION SYSTEM SPEC	White		12/16/2013
06	WATER DISTRIBUTION SYSTEM SPEC	White		12/16/2013
06	WW RECLAMATION PLT OP TRAINEE	White		1/16/2014
06	EQUIP. MAINTENANCE TECHNICIAN	White		2/18/2014
06	WW COLL/SRFC WTR MGMT SYS SPEC	Hispanic		3/17/2014
06	EQUIP. MAINTENANCE TECHNICIAN	White		5/16/2014
06	WW COLL/SRFC WTR MGMT SYS SPEC	White		6/16/2014
08	SEASONAL PARK WKR III AFSCME	White	F	2/28/2014
08	SEASONAL PARK WORKER II/AFSCME	2 or more		2/28/2014
08	SEASONAL PARK WKR III AFSCME	Hispanic		2/28/2014
08	SEASONAL PARK EQUIP OP AFSCME	White		2/28/2014
08	SEASONAL PARK WKR III AFSCME	White		2/28/2014
08	SEASONAL PARK EQUIP OP AFSCME	White		2/28/2014
08	SEASONAL PARK WKR III AFSCME	White		2/28/2014
08	SEASONAL PARK WORKER II/AFSCME	White		2/28/2014
08	SEASONAL PARK WORKER II/AFSCME	White		2/28/2014
09	FIRE PREVENTION OFFICER	White	F	8/26/2013
09	POLICE OFFICER	White	F	11/4/2013
09	PARKING ENFORCEMENT OFFICER	White	F	6/16/2014
09	POLICE OFFICER	White		10/16/2013
09	POLICE OFFICER	White		10/16/2013
09	POLICE OFFICER	Hispanic		10/16/2013
09	POLICE OFFICER	White		10/16/2013

### C. Terminations

The City has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the City makes its decisions without regard to race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law. A report summarizing terminations follows:



<u>EEO Category</u>	<u>Position Title</u>	<u>Race/Ethnicity</u>	<u>Gender</u>	<u>Termination Date</u>
<u>Code</u>				
02	SUBSTITUTE LIBRARIAN (CASUAL)	White	F	1/5/2014
03	UTILITY SPECIALIST (CASUAL)	White	F	10/29/2013
03	UTILITY SPECIALIST (CASUAL)	White		5/15/2014
05	AMB BILLING ACTG SPEC-CASUAL	White	F	9/5/2013
05	BUILDING ATTENDANT (CASUAL)	White		3/21/2014
05	CASHIER(CASUAL)	White	F	7/15/2013
05	CASHIER(CASUAL)	White	F	8/15/2013
05	CASHIER(CASUAL)	White	F	5/12/2014
05	CLERICAL ASSISTANT (CASUAL)	White	F	8/29/2013
05	CLERICAL ASSISTANT III/CASUAL	White	F	7/31/2013
05	CLERICAL ASST II (SECRETARY)	Hispanic	F	8/23/2013
05	COMMUNICATIONS ASSISTANT	White	F	7/15/2013
05	FIRE FIGHTER CASUAL	White		9/28/2013
05	FIRE PREVENTION ASST. (CASUAL)	White		8/26/2013
05	FIREFIGHTER (CASUAL)	White		9/5/2013
05	HEAD CASHIER (CASUAL)	White	F	9/30/2013
05	HIGH SCHOOL INTERN	White	F	9/30/2013
05	HIGH SCHOOL INTERN	Hispanic	F	9/30/2013
05	HIGH SCHOOL INTERN	Hispanic	F	8/31/2013
05	INTERN IV (CASUAL)	White		12/31/2013
05	INTERN IV (CASUAL)	White		3/4/2014
05	PROGRAM ANALYST (CASUAL)	White		1/31/2014
05	SHELVER/CASUAL	White		4/21/2014
08	CASUAL PARK WORKER II	White	F	10/7/2013
08	CASUAL PARK WORKER II	White	F	6/11/2014
08	CASUAL PARK WORKER II	White		10/31/2013
08	CASUAL PARK WORKER II	White		9/30/2013
08	CASUAL PARK WORKER II	White		10/2/2013
08	SEASONAL CDL MAINT WORKER	White		11/22/2013
08	SEASONAL CDL MAINT WORKER	White		11/14/2013
08	SEASONAL CDL MAINT WORKER II	White	F	12/20/2013
08	SEASONAL CDL MAINT WORKER II	White		10/3/2013
08	SEASONAL CDL MAINT WORKER II	White		10/3/2013
08	SEASONAL CDL MAINT WORKER II	Hispanic		11/1/2013
08	SEASONAL CDL MAINT WORKER II	Asian or Pacific Islander		10/17/2013
08	SEASONAL PW MAINT WORKER II	White		11/15/2013
08	SEASONAL PW MAINT WORKER II	White		9/20/2013
08	SEASONAL PW MAINT WORKER III	White		11/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	7/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/2/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	7/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	7/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White	F	8/1/2013
08	YOUTH PARK/REC CORP (CASUAL)	Hispanic	F	8/30/2013

<u>EEO Category</u>	<u>Position Title</u>	<u>Race/Ethnicity</u>	<u>Gender</u>	<u>Termination Date</u>
<u>Code</u>				
08	YOUTH PARK/REC CORP (CASUAL)	Asian or Pacific Islander	F	8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	Asian or Pacific Islander	F	8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		7/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		7/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/1/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/1/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/16/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/1/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/1/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/1/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/27/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		7/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		8/1/2013
08	YOUTH PARK/REC CORP (CASUAL)	White		7/30/2013
08	YOUTH PARK/REC CORP (CASUAL)	Asian or Pacific Islander		7/30/2013
09	SEASONAL FIRE WORKER	White		11/22/2013
09	SEASONAL FIRE WORKER	White		6/30/2014
09	SEASONAL FIRE WORKER	White		9/15/2013
09	SEASONAL FIRE WORKER	White		12/23/2013
09	SEASONAL FIRE WORKER	White		9/16/2013
09	SEASONAL FIRE WORKER	White		8/26/2013
09	SEASONAL FIRE WORKER	Black		6/14/2014
09	SUBSTITUTE LIBRARIAN (CASUAL)	White	F	10/24/2013
12	AQUATICS LIFEGUARD (CASUAL)	2 or more	F	8/21/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	7/15/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	9/30/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	8/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	1/15/2014
12	AQUATICS LIFEGUARD (CASUAL)	White	F	4/30/2014
12	AQUATICS LIFEGUARD (CASUAL)	White	F	7/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	8/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	8/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	5/31/2014
12	AQUATICS LIFEGUARD (CASUAL)	White	F	3/15/2014
12	AQUATICS LIFEGUARD (CASUAL)	White	F	4/30/2014
12	AQUATICS LIFEGUARD (CASUAL)	White	F	7/19/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	8/20/2013
12	AQUATICS LIFEGUARD (CASUAL)	White	F	5/31/2014
12	AQUATICS LIFEGUARD (CASUAL)	Asian or Pacific Islander	F	3/15/2014
12	AQUATICS LIFEGUARD (CASUAL)	White		8/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		9/30/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		7/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		8/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		5/15/2014

<u>EEO Category</u>	<u>Position Title</u>	<u>Race/Ethnicity</u>	<u>Gender</u>	<u>Termination Date</u>
<u>Code</u>				
12	AQUATICS LIFEGUARD (CASUAL)	White		12/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		11/17/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		11/27/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		8/30/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		8/31/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		9/15/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		8/30/2013
12	AQUATICS LIFEGUARD (CASUAL)	White		10/31/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	10/31/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	6/30/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	7/31/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	6/15/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	8/31/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	8/31/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	11/15/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	3/15/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	7/31/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	6/15/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	12/15/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	9/30/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	8/1/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	6/15/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	9/30/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White	F	8/31/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	Asian or Pacific Islander	F	6/15/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White		5/31/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White		11/30/2013
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White		3/31/2014
12	AQUATICS SWIM INSTRUCTOR/CASUAL	White		10/31/2013
12	REC COORDINATOR (CASUAL)	White	F	8/9/2013
12	REC COORDINATOR (CASUAL)	White	F	5/30/2014
12	REC COORDINATOR (CASUAL)	Asian or Pacific Islander		8/9/2013
12	REC SPEC PROG COORD II(CASUAL)	2 or more	F	8/30/2013
12	REC SPEC PROG COORD II(CASUAL)	White		9/12/2013
12	REC SPEC PROG COORD II(CASUAL)	White		7/31/2013
12	REC SPECIAL PROG COORD/CASUAL	White	F	8/30/2013
12	REC SPECIAL PROG COORD/CASUAL	White	F	3/31/2014
12	REC SPECIAL PROG COORD/CASUAL	White	F	5/28/2014
12	SUB LIBRARY CLERK (CASUAL)	White	F	11/16/2013
12	YOUTH REC LEADER (CASUAL)	2 or more	F	12/3/2013
12	YOUTH REC LEADER (CASUAL)	2 or more	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	2 or more	F	8/16/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/15/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/16/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	1/11/2014
12	YOUTH REC LEADER (CASUAL)	White	F	1/11/2014
12	YOUTH REC LEADER (CASUAL)	White	F	3/21/2014
12	YOUTH REC LEADER (CASUAL)	White	F	7/19/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	White	F	7/24/2013
12	YOUTH REC LEADER (CASUAL)	White	F	3/21/2014

<u>EEO Category</u>	<u>Position Title</u>	<u>Race/Ethnicity</u>	<u>Gender</u>	<u>Termination Date</u>
<u>Code</u>				
12	YOUTH REC LEADER (CASUAL)	White	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	White	F	3/21/2014
12	YOUTH REC LEADER (CASUAL)	White	F	8/8/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	3/21/2014
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/22/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/16/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/16/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/22/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	3/21/2014
12	YOUTH REC LEADER (CASUAL)	White	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	10/28/2013
12	YOUTH REC LEADER (CASUAL)	White	F	8/30/2013
12	YOUTH REC LEADER (CASUAL)	White	F	12/13/2013
12	YOUTH REC LEADER (CASUAL)	White	F	2/28/2014
12	YOUTH REC LEADER (CASUAL)	White	F	5/2/2014
12	YOUTH REC LEADER (CASUAL)	White	F	8/2/2013
12	YOUTH REC LEADER (CASUAL)	White	F	12/31/2013
12	YOUTH REC LEADER (CASUAL)	Hispanic	F	8/8/2013
12	YOUTH REC LEADER (CASUAL)	Asian or Pacific Islander	F	8/23/2013
12	YOUTH REC LEADER (CASUAL)	Asian or Pacific Islander	F	7/19/2013
12	YOUTH REC LEADER (CASUAL)	Asian or Pacific Islander	F	8/22/2013
12	YOUTH REC LEADER (CASUAL)	2 or more		8/16/2013
12	YOUTH REC LEADER (CASUAL)	2 or more		8/30/2013
12	YOUTH REC LEADER (CASUAL)	White		3/21/2014
12	YOUTH REC LEADER (CASUAL)	White		3/21/2014
12	YOUTH REC LEADER (CASUAL)	White		3/21/2014
12	YOUTH REC LEADER (CASUAL)	White		8/15/2013
12	YOUTH REC LEADER (CASUAL)	White		3/21/2014
12	YOUTH REC LEADER (CASUAL)	White		1/23/2014
12	YOUTH REC LEADER (CASUAL)	White		3/21/2014
12	YOUTH REC LEADER (CASUAL)	White		3/21/2014
12	YOUTH REC LEADER (CASUAL)	White		8/30/2013
12	YOUTH REC LEADER (CASUAL)	White		8/30/2013
12	YOUTH REC LEADER (CASUAL)	White		8/23/2013
12	YOUTH REC LEADER (CASUAL)	White		3/21/2014
12	YOUTH REC LEADER (CASUAL)	White		8/23/2013
12	YOUTH REC LEADER (CASUAL)	White		8/2/2013
12	YOUTH REC LEADER (CASUAL)	White		8/16/2013
12	YOUTH REC LEADER (CASUAL)	White		8/30/2013
12	YOUTH REC LEADER (CASUAL)	White		7/24/2013
12	YOUTH REC LEADER (CASUAL)	White		12/4/2013
12	YOUTH REC LEADER (CASUAL)	White		12/31/2013
12	YOUTH REC LEADER (CASUAL)	White		8/12/2013
12	YOUTH REC LEADER (CASUAL)	Black		3/21/2014
12	YOUTH REC LEADER (CASUAL)	Hispanic		3/31/2014
12	YOUTH REC LEADER (CASUAL)	Asian or Pacific Islander		3/21/2014
12	YPC CREW LEADER - CASUAL	White		8/30/2013
12	YPC CREW LEADER - CASUAL	White		9/29/2013

## D. Promotion Practices

A review of promotion data indicates that these practices represent an area of substantial employment opportunity for minority and female employees. Promotion practices are not problem areas for minorities and women in any job group. Our analysis reveals that neither minorities nor women are being treated disparately in promotions because:

1. The City provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered;
2. Employees are encouraged to contact their supervisor or the Human Resources Department, at any time, should they desire information relative to another position within the City;
3. Management-initiated promotions are based on performance and other job-related criteria without discrimination on account of race, color, religion, sex, age, disability, sexual orientation, gender identity, veteran status, national origin, or any other characteristic protected by applicable law;
4. Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager; and
5. Our program of career development enables all employees to designate career paths and positions for which they wish to be considered.

All of these factors strongly indicate that promotions represent an area of substantial employment opportunity for minority and female employees. A summary of promotion actions for the year is included.

Job Title	Recruitment		EEO Category	Female	Asian or Pacific			American Indian or Alaska			2 or more		Male	Asian or Pacific			American Indian or Alaska			2 or more		Total
	Date	Department			Islander	Hispanic	Native	Black	White					Islander	Hispanic	Native	Black	White				
Seasonal Park Worker III	3/6/2013	Parks and Recreation	08	0	0	0	0	0	0	0	0	4	4	0	0	0	0	3	1			4
Fire Battalion Chief - Operations	6/3/2013	Corvallis Fire Department	01	0	0	0	0	0	0	0	0	3	3	0	0	0	0	3	0			3
Aquatics Program Coordinator	6/17/2013	Parks and Recreation	12	4	0	0	0	0	4	0	4	4	4	0	0	0	1	2	1			8
Project Coordinator I	8/16/2013	Community Development	02	0	0	0	0	0	0	0	0	2	2	0	0	0	0	2	0			2
Police Lieutenant	9/13/2013	Corvallis Police Department	01	0	0	0	0	0	0	0	0	2	2	0	0	0	0	2	0			2
Police Sergeant	9/13/2013	Corvallis Police Department	09	0	0	0	0	0	0	0	0	2	2	0	0	0	0	2	0			2
Fire Prevention Assistant	5/13/2014	Corvallis Fire Department	09	0	0	0	0	0	0	0	0	7	7	0	0	0	0	7	0			7
Aquatics Program Coordinator	6/10/2014	Parks and Recreation	12	5	0	1	0	0	4	0	3	3	3	0	0	0	1	2	0			8
Dev Rev Engineering Supervisor	6/10/2014	Public Works Department	01	0	0	0	0	0	0	0	0	3	3	0	0	0	0	3	0			3

### 3. Compensation Systems

As part of its affirmative action obligations, the City has conducted a compensation analysis to determine whether there are pay disparities on the basis of gender, race, or ethnicity. According to our analysis, we have not identified any significant problem areas. If the City discovers significant salary differences between men and women or non-minorities and minorities, it will determine whether they are the result of legitimate, nondiscriminatory factors such as tenure, time in job, time in grade, performance, education, previous experience, etc. Where appropriate, the City will take all reasonable and immediate steps to make any necessary adjustments.

### 4. Selection, Recruitment, and Referral

As part of its affirmative action obligations, the City has conducted an analysis to determine whether there are any barriers to employment on the basis of gender, race, or ethnicity. According to our analysis, we have not identified any significant problem areas. If the City discovers barriers to employment or shortcomings in its recruitment efforts, between men and women or non-minorities and minorities, it will take all reasonable and immediate steps to make any necessary adjustments.

Additionally, the City has reinforced its commitment to maintain and enhance hiring practices and outreach efforts that will increase workforce diversity. The City will continue with local, regional and national recruitment efforts through announcements, websites, publications and job fairs.

Specifically, the City has focused recruiting efforts on the following areas to diversify its workforce:

- International Association of Women in Fire & Emergency Services
- International Association of Black Professional Firefighters
- Workplacediversity.com
- DiversityJobs.com
- National Minority Update
- National Association of Women Law Enforcement Executives
- Oregon State University – Intercultural Student Services
- Oregon State University – Diversity Office
- City of Corvallis King Legacy Advisory Board
- Albany/Corvallis NAACP
- Career Fairs – Oregon State University, Portland State University, University of Oregon, Linn-Benton Community College, Western Oregon University, San Jose State University
- Local and regional newspapers
- Oregon Employment Department
- WomensJobList.com
- Planning and Women Division of the American Planning Association
- Society of Women Engineers
- Women in Technology (WIT)
- Workforce50.com

- Imdiversity.com
- Expand the network of schools we advertise with to include those with more diverse student populations.
- Participate in additional career fairs at high schools, community colleges and universities as funding and staffing permits.

#### 5. Other Areas Impacting the Success of the AAP

Our analysis of the technical phases of compliance reveals that the City fully complies with all the technical phases of its affirmative action obligations:

- A. Equal Employment Opportunity posters are prominently displayed in each City location.
- B. The City notifies all contractors and subcontractors via purchase orders and subcontracts that they may be subject to federal affirmative action obligations.
- C. The City requires that all of their qualified contractors and subcontractors develop and maintain a written AAP.
- D. The City's employment application has a statement concerning Equal Employment Opportunity.
- E. All recruitment agencies and area schools and colleges will continue to be notified of the City's commitment to the goals of affirmative action.
- F. All recruitment advertising includes the solicitation "An Equal Opportunity Employer" or its abbreviation.
- G. All other required affirmative action notices and policy statements are posted on City bulletin boards and are updated annually.
- H. All personnel and employment records made or kept by the City are retained for the required period as mandated by OFCCP regulations.
- I. The City files the EEO-4 reports with the appropriate agency every odd-numbered year.

## **Development and Implementation of Action Oriented Programs**

41 C.F.R. 60-2.17(c)

The City has instituted action programs to eliminate identified problem areas and to help achieve specific affirmative action goals. These programs include:

1. Conducting annual analyses of job descriptions to ensure they accurately reflect job functions;
2. Reviewing job descriptions by department and job title using job performance criteria;
3. Making job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes;
4. Evaluating the total selection process to ensure freedom from bias through:
  - a. Reviewing job applications and other pre-employment forms to ensure information requested is job-related;
  - b. Evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity;
  - c. Training personnel and management staff on proper interview techniques; and
  - d. Training in EEO for management and supervisory staff;
5. Using techniques to improve recruitment and increase the flow of minority and female applicants. The City presently undertakes the following actions:
  - a. Include the phrase "Equal Opportunity/Affirmative Action Employer" in all printed employment advertisements;
  - b. Place help wanted advertisement, when appropriate, in local minority news media and women's interest media;
  - c. Disseminate information on job opportunities to organizations representing minorities, women and employment development agencies when job opportunities occur;
  - d. Encourage all employees to refer qualified applicants;
  - e. Actively recruit at secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments; and
  - f. Request employment agencies to refer qualified minorities and women;
6. Ensuring that all employees are given equal opportunity for promotion. This is achieved by:
  - a. Posting promotional opportunities;
  - b. Offering counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
  - c. Evaluating job requirements for promotion.



7. Encouraging its members of management to serve on merit employment councils, community relations boards, and similar organizations, and encouraging its employees to participate in a variety of community support programs or organizations, including interactions with boards, commissions, and local community organizations such as the Human Services Committee, NAACP, the King Legacy Advisory Board, the Community Alliance for Diversity, 509J School District, Employers' Partnership for Diversity, the Mental Health Association of Benton County, Access Benton County, the Chamber of Commerce and the State of Oregon Employment Department.
8. Publicizing the achievements of minority, nonminority, female, and male employees in the local and minority news media.
9. Encouraging its members to make themselves available for both participation and leadership in various workshops, training, seminars, and other activities sponsored by educational and professional organizations in order to provide information regarding the City's employment and training opportunities of services, particularly for minorities and other protected classes.

## **Internal Audit and Reporting System**

In accordance with 41 C.F.R 60-2.17(d)

The City has developed and implemented an auditing system that periodically measures the effectiveness of its total AAP, including documenting personnel activities and identifying problem areas. The Affirmative Action Officer has the responsibility for developing and preparing the formal documents of the AAP, and for ensuring its' effective implementations; however, responsibility is likewise vested with each department manager or supervisor. The City views the activities that are listed below as critical to the success of the AAP.

1. Reviewing (and revising where problem areas are identified) the following human resources activities to ensure nondiscrimination and equal employment opportunity for all individuals without regard to their race, color, gender, religion, or national origin:
  - a. Recruitment, advertising, and job application procedures;
  - b. Hiring, promotion, upgrading, award of tenure, layoff, recall from layoff;
  - c. Rates of pay and any other forms of compensation, including fringe benefits;
  - d. Job assignment, job classifications, job descriptions, and seniority lists;
  - e. Sick leave, leaves of absence, or any other leave;
  - f. Training, apprenticeships, attendance at professional meetings and conferences; and
  - g. Any other term, condition, or privilege of employment.
2. Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
3. The City recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area. The primary vehicle for communication with management will be periodic affirmative action briefings.
4. The Affirmative Action Officer will generate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
5. The City will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
6. Progress on the City's AAP will be discussed at supervisors meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
7. The Affirmative Action Officer will periodically report to appropriate top management on the effectiveness of the program and will submit recommendations for improvement.

8. The following documents are maintained as a component of the City's internal audit process:

- a. An applicant flow log showing the name, race, sex, date of application, job title, interview status and the action taken for all individuals applying for job opportunities;
- b. Summary of data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
- c. Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position;
- d. Maintenance of employment applicants;
- e. Records pertaining to the City's compensation system.

The City's audit system includes a twice annual report documenting the City's efforts to achieve its EEO/AAP responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. If problem areas arise, the manager or supervisor is to report problem areas immediately to the Human Resources Director. During quarterly reporting, the following occurs:

1. The Human Resources Director will discuss any problems relating to significant rejection ratios, EEO charges, etc., with the City Manager; and
2. The Human Resources Director will report the status of the City's AAP goals and objectives to the City Manager. The Human Resources Director will recommend remedial actions for the effective implementation of the AAP.

The following reports shall be submitted to the City Manager and to Department Directors, and maintained internally by the Human Resources Department.

**Report Purpose Responsibility Date**

REPORT	PURPOSE	RESPONSIBILITY	DATE
EEO-4: Statistical survey of employees by sex, race/ethnicity by job function, occupation category and salary level.	Bi-Annual report filed to EEOC required by law, for the period including June 30 of that year.	Affirmative Action Officer	September 30 (Every other year)
Affirmative Action Statistics and EEO audit of the Affirmative Action Program for all employees for the total City and by department.	Annual report to the City Manager and Department Directors.	Affirmative Action Officer	October 1
Affirmative Action Statistics and EEO audit of the selection process of all recruitments for the total City and by department.	Annual report to the City Manager and Department Directors.	Affirmative Action Officer	October 1
Review of employment decisions including recruitment strategies,	Review of personnel transactions for problem	Affirmative Action Officer	Ongoing

test development/administration, and hiring decisions for assessment of adverse effect on protected groups.	identification and communication to Dept. Directors and the City Manager.		
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Periodic review should provide the City with an excellent system of auditing the effectiveness of our Equal Employment Opportunity Policy. When problems arise, they can be easily recognized and corrective action taken.

### **Annual Affirmative Action Progress Report**

Each year the Affirmative Action Officer shall prepare an Affirmative Action Progress Report that includes affirmative action statistics and EEO audit for all employees and new hires for the previous fiscal year. The City Manager and Department Directors shall receive copies of this annual report in October. This report shall include work force analysis, as indicated in this AAP, affirmative action law updates, changes to the City's recruitment manual and OSU and Benton County Affirmative Action Statistics. An updated copy of the Work Force Analysis Report is included in this document.

## Conclusion

The AAP Year shows a continued commitment to equal employment opportunity and affirmative action, and has strong plans to ensure both City and employee success. Through its Affirmative Action Officer, the City will continue to communicate its policies, both within the organization and to the community in which we work. The Affirmative Action Officer shall have full authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

At the close of City of Corvallis' most recent plan year, an analysis of the composition of workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed 10 job groups for women and 7 job groups for minorities in which the difference between incumbency versus estimated availability was statistically significant showing that for the overwhelming majority of the workforce, employment levels of women and minorities are representative of our recruiting population.

The areas or job groups that require more focus are:

**For women:**

1PRL=69%    5C= 77%  
2CDE=30%    9F=20%  
2MIS=19%    9P=47%  
5PRL=83%    9CAS=20%  
5P=70%      12CAS=66%

**For Minorities:**

2CDE=9%  
2MIS=17%  
5OS=5% (for Hispanic)  
5P=15.5%; 7.5% (for Asian)  
8GM=23.54%; 20.6% (for Hispanic)  
9F=12% (for Hispanic)  
9CAS=14%; 12% (for Hispanic)

Nonetheless, the City expects to continue its successful outreach efforts and to ensure that all applicants and employees are treated fairly, based on job related criteria and without regard to race, color, religion, sex, age, disability, sexual orientation, gender, identity, veteran status, national origin or any other characteristics protected by applicable law.

The City is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action-oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead.

Finally, it should be noted that the City's thorough analysis of its workforce reveals that the City of Corvallis is in full compliance with sex discrimination guidelines and that there is no evidence of discrimination in any form against female employees. As outlined in this AAP, the City of Corvallis is ready and willing to make affirmative action both a commitment and continued reality.